

SOUTH TEXAS

YOUTH SOCCER ASSOCIATION

REGISTRATION MANUAL



SEASONAL YEAR 2007-08

INTRODUCTION

The purpose of this handbook is to provide assistance to association and club registrars within the South Texas Youth Soccer Association. This handbook will attempt 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 for 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 31 member associations active within South Texas (see listing on the Quick Reference Chart). Many of the Member Associations are made up of several clubs or local leagues that administer soccer in a more defined, localized area. These 31 member associations vary widely in size, ranging from less than 140 players to more than 20,000, with a total registration across the state association of approximately 100,000 players and 10,000 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 four (4) regions. South Texas Youth Soccer Association is one of 12 states within Region III.

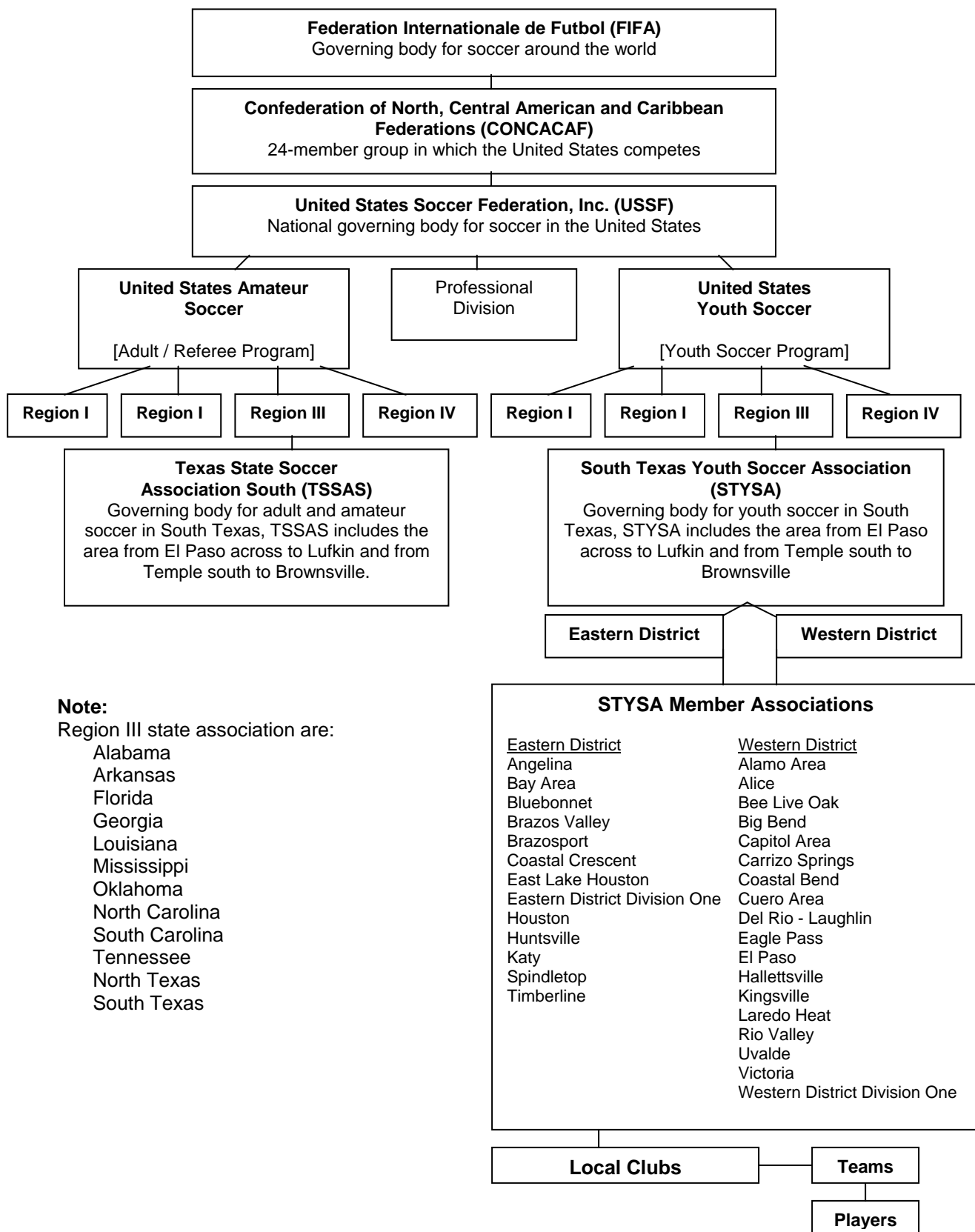
If you are a club registrar and have questions about these procedures, your first point of contact should be your Association Registrar. If you or your association registrar needs further clarification or information, then contact either the State Office or State Registrar (information below). The State Office staff is available from 8 a.m. to 5 p.m. Monday through Friday to assist you with your questions.

Important: The policies, regulations, procedures, and fees in this handbook are subject to change. Please refer to STYSA website (www.stxsoccer.org) for the most up-to-date information.

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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

2007 - 2008 REGISTRAR'S HANDBOOK

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Appendices - Sample Forms may be downloaded from www.stxsoccer.org under publications

- Application for Foreign Travel
- Application to Host a Coaching Course
- Application to Host a Tournament
- Application to Host Tournament - Foreign Teams
- Certificate of Insurance Form
- Confidentiality Statement (contact STYSA registrar for copy)
- Goal Inspection Report
- Individual Membership Form – Player/ Coach Registration Form
- Individual Membership Form – Player/Coach Registration Form in Spanish
- Interstate USYSA Region III Permission Form
- International Clearance Waiver Form
- Medical Release Form
- Player Pass / Adult Participation Pass Samples (contact STYSA registrar for copy)
- Player Transfer / Release Form
- Post Tournament Report
- Soccer Start History Report
- Soccer Start Program Registration
- STYSA Registration Reconciliation Report (contact state office for copy, if needed)
- STYSA Penalty Point Report
- STYSA Travel Roster
- Tournament or Games Hosting Agreement
- Tournament Listing Information
- USSF International Clearance Request Form

STYSA REGISTRAR'S QUICK REFERENCE CHARTS

AGE ELIGIBILITY CHART

Born	2007-08	2008-09	2009-10
August 1, 1988 through July 31, 1989	Under-19		
August 1, 1989 through July 31, 1990	Under-18	Under-19	
August 1, 1990 through July 31, 1991	Under-17	Under-18	Under-19
August 1, 1991 through July 31, 1992	Under-16	Under-17	Under-18
August 1, 1992 through July 31, 1993	Under-15	Under-16	Under-17
August 1, 1993 through July 31, 1994	Under-14	Under-15	Under-16
August 1, 1994 through July 31, 1995	Under-13	Under-14	Under-15
August 1, 1995 through July 31, 1996	Under-12	Under-13	Under-14
August 1, 1996 through July 31, 1997	Under-11	Under-12	Under-13
August 1, 1997 through July 31, 1998	Under-10	Under-11	Under-12
August 1, 1998 through July 31, 1999	Under-9	Under-10	Under-11
August 1, 1999 through July 31, 2000	Under-8	Under-9	Under-10
August 1, 2000 through July 31, 2001	Under-7	Under-8	Under-9
August 1, 2001 through July 31, 2002	Under-6	Under-7	Under-8
August 1, 2002 through July 31, 2003	Under-5	Under-6	Under-7
August 1, 2003 through July 31, 2004		Under-5	Under-6
August 1, 2004 through July 31, 2005			Under-5

TEAM SIZES AND FORMATS

In the past few years, team sizes and play formats have changed to accommodate diversified needs of today's players and teams. Please check with your association registrar to verify the correct format and roster sizes for your individual clubs for each age group.

Age Group	Min Roster	Max Roster	Min on Field	Max on Field	Format	Division	Reference	Notes
U17-U19*	7	22	7	11	11-aside	1,2,S2,3	Passed – 7/07	*18 in uniform at any game
U11-U16	7	18	7	11	11-aside	1,2,S2,3	Passed – 7/07	
U10/U9	6	10	4	6	Small sided 6v6	4, Rec Plus	6.2.1	Effective 9/1/07
U10/U9	7	12	6	8	8-aside	4, Rec Plus		Currently used
U8/U7 Single Field	4	8	2	4	Small sided 4v4	4	6.2.2	Effective 9/1/05
U8/U7 Dual Field	4	12	2	4	Small sided 4v4	4	6.2.2	Effective 9/1/05
U8/U7	7	12	5	7	7-aside	4		Currently used
U6/U5 Single Field	3	6	3	3	Small sided 3v3	4	6.2.3	Effective 9/1/2003
U6/U5 Dual Field	3	10	3	3	Small sided 3v3	4	6.2.3	Effective 9/1/2003
Soccer Start	7	18			Regular		3.12	
	7	12			Small sided			

STYSA Registrar's Quick Reference Charts Continued

STYSA INDIVIDUAL ID NUMBER - unique number generated by Affinity program

19 207-022008

Example: This is a sample ID for a STYSA player.

STYSA TEAM NUMBER - 14-digit number

00 02 01 2 B 12 1234
 District # League# Club # Play Level Gender Age 4-Digit Number

Example: This player is from the Eastern District, Bay Area Association 02, and Club 01, playing on a Division II boys team in the Under-12 age group. Each team in the age group should be assigned a unique number.

PLAY LEVELS

Age	Division	Level
Under-5/6	IV	4
Under-7/8	IV	4
Under-9/10	IV	4
Under-9/10	Rec Plus	4

Under-11 through Under-19

Recreational	III	3
Select	II	2
Super II	S2	S
Premier	I	1

TEAM SEX

B - Boys Team/Coed Team
 G - Girls Team

STYSA MEMBER ASSOCIATIONS

AAYSA	16	Alamo Area Youth Soccer Association	ELYSA	24	East Lake Houston Youth Soccer Association
ANYSA	19	Angelina Youth Soccer Association	EDDOA	31	Eastern District Division One Association
AYSA	28	Alice Youth Soccer Association	EPYSA	12	El Paso Youth Soccer Association
BAYSA	02	Bay Area Youth Soccer Association	HAYSO	43	Hallettsville Youth Soccer Organization
BBYSA	29	Bluebonnet Youth Soccer Association	HYSA	01	Houston Youth Soccer Association
BLYSA	38	Bee-Live Oak Youth Soccer Association	HVYSA	37	Huntsville Youth Soccer Association
BNYSA	41	Big Bend Youth Soccer Association	LHYSA	44	Laredo Heat Soccer Association
BVYSA	09	Brazos Valley Youth Soccer Association	KYSA	14	Katy Youth Soccer Association
BYSA	05	Brazosport Youth Soccer Association	KVYSA	15	Kingsville Youth Soccer Association
CAYSA	04	Capital Area Youth Soccer Association	RVYSA	20	Rio Valley Youth Soccer Association
CSYSA	03	Carrizo Springs Youth Soccer Association	SYSA	11	Spindletop Youth Soccer Association
CBYSA	13	Coastal Bend Youth Soccer Association	TYSA	06	Timberline Youth Soccer Association
CCYSA	36	Coastal Crescent Youth Soccer Association	UYSA	25	Uvalde Youth Soccer Association
CYSA	39	Cuero Area Youth Soccer Association	VYSO	22	Victoria Youth Soccer Organization
DRYSA	27	Del Rio-Laughlin Youth Soccer Association	WDDOA	42	Western District Division One Assoc
EAYSA	40	Eagle Pass Youth Soccer Association			

STYSA PERPETUAL CALENDAR 2007-2008

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

Note: Deadlines for STYSA Member Associations will be earlier than the dates listed here. Be sure to check with the appropriate person within your Member Association for their deadlines. Any deadline that falls on a Saturday or Sunday will be automatically extended to the following Monday.

AUGUST 2007	
1	STYSA Registration Period begins – Players may be rostered to teams for Fall season play as of this date. The movement of players between teams after this date must be processed as transfers.
SEPTEMBER 2007	
1	US Youth Soccer / STYSA Seasonal Year begins
OCTOBER 2007	
1	<p>Initial Registration Deadline – Fall Season Registration is due at the State Office, postmarked* no later than October 1 and must include the following. This deadline is for association registrars; club deadlines may need to be set earlier to meet this requirement.</p> <ol style="list-style-type: none"> 1) *A correctly prepared and readable computer file, roster or copy of each registration form containing required information on all registered players and coaches, assistant coaches, managers, trainers and officers in the format outlined in the Registration Manual. Written permission of the State Registrar is required before submitting hard copy registration 2) All applicable registration fees 3) *A Reconciliation Form for the moneys submitted 4) A copy of the Member / Local Association Registrar's (or his / her designee) signature or stamp as used on team rosters and/or player ID Cards 5) The number of teams in each age group and competition level eligible to participate in Fall Championships. Only these teams will be used in preparation of allocations for District Tournaments. 6) Certification of Goal Post Inspection <p>Any Member Association failing to comply will be fined for Provisions 1, 2, and 3 (See Fines, STYSA Administrative Handbook). There will be no fine for violating Provision 4. Member Associations not providing the information required in Provision 5 by October 10 will not be eligible for participation in Fall Championship District competitions. 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.</p> <p>*Note: The above provisions are as currently stated in the rules. With the implementation of the Affinity online registration program, it is proposed that Member Association Registrars will no longer be required to submit a diskette, CD or copy of registration form containing information on players or adults or the reconciliation form. All other provisions of the registration requirements must be met.</p>
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 2007	
1	<p>Final Registration Deadline – Fall Season Registration is due at the State Office, postmarked* not later than November 1, and must include the following. This deadline is for association registrars; club deadlines may need to be set earlier to meet this requirement.</p> <ol style="list-style-type: none"> 1) *A diskette, roster or copy of the registration form for any player or coach added after the submittal of initial registration in October 2) Any applicable registration fees for newly registered players 3) *A final completed Reconciliation Form 4) Copies of all transfers processed during the Fall season <p>Rosters for all teams participating in competition leading to STYSA Fall Championships are frozen as of this date. Any Member Association failing to comply will be fined. 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.</p> <p>*Note: The above provisions are as currently stated in the rules. With the implementation of the Affinity online registration program, it is proposed that the Member Association Registrars will no longer be required to submit a diskette, CD or copy of registration form containing information on players or adults or the reconciliation form. All other provisions must be met.</p> <p>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.</p>
5	<p>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</p>
16	<p>Fall Championship Team Fees Deadline – Payment is due from all Member Associations / Districts who were invoiced for team slots into Fall Championship District and/or State Tournaments. For Division II and III, 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 at this time. \$340 – Division I</p>
26	<p>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 that there are two or more Super II or Division I groups requiring District Games, information is also due for those teams. Information to be reported includes: team name, team number, coach's name, coach's email, seeding and penalty points.</p>
DECEMBER 2007	
1	<p>Soccer Start Registration for players and coaches is due in the State Office, and must include the following. This deadline is for association registrars; club deadlines may need to be set earlier to meet this requirement.</p> <ol style="list-style-type: none"> 1) *Individual membership forms / diskette containing information for all players and coaches 2) 100% of the final Fall Registration fees 3) *Reconciliation Report for the money submitted 4) An approved Application for Soccer Start must either accompany the registration or be on file with the State Office in order for the group to be eligible for the reduced fees. <p>*Note: The above provisions are as currently stated in the rules. With the implementation of the Affinity online registration program, it is proposed that the Member Association Registrars will no longer be required to submit a diskette, CD or copy of registration form containing information on players or adults or the reconciliation form. All other provisions must be met</p>
1-2	<p>1st weekend in December – District Tournaments for Division II and III boys and girls teams in Under-11 through Under-19. If District Games are required for Super II or Division I, those games will be played on this date.</p>
3	<p>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, Super II and Division I. Information to be reported includes: team name, team number, coach's name, coach's email, seeding and penalty points.</p>
8-9	<p>2nd weekend in December – Rainout date for District Tournaments, if needed</p> <p>2nd weekend in December – State Tournaments for Division I, Super II and Division II competition levels. Tournaments will include boys and girls teams in the following age groups: Division I – U11-U13 boys/girls; Super II / Division II – U11-U19 boys/girls</p>
15-16	<p>3rd weekend in December – Rainout date for State Tournaments, if needed</p>

JANUARY 2008	
1	Beginning of UIL (High School) Soccer Season
31	Soccer Start Program History Report must be filed with the State Office.
TBD	Eastern District Cup Deadlines – Entry deadline and final roster dates for participation in US Youth Soccer National Championships, President’s Cup, and Director’s Cup have not yet been established by the District Vice President. This calendar will be updated upon receipt of those dates.
FEBRUARY 2008	
TBD	Western District - Entry deadline for U11 through U14 boys/girls teams interested in participating in US Youth Soccer National Championship Series, STYSA President’s Cup or STYSA Director’s Cup. Specific instructions for entering along with the entry fee will be posted on the STYSA website in the coming weeks.
TBD	STYSA Winter Governing Board Meeting <ul style="list-style-type: none"> ▪ Bids are due for the 2009 Winter Governing Board Meeting ▪ Election of Officers (See Constitution)
MARCH 2008	
TBD	Final roster deadline – Western District Teams – All U11 through U14 boys/girls teams entered in US Youth Soccer National Championship Series, STYSA President’s Cup or STYSA Director’s Cup. A final roster along with release forms, transfer forms, and transfer fees for all player transactions must be submitted to the STYSA State Office by this date. Note: Due to the close proximity of the final roster deadline and start of play date, all rosters cannot be verified by the State Office prior to play beginning. The Coach or Manager is responsible for compliance with all rules of the competition. Any team whose roster is found not to be in compliance may be disqualified; all situations will be reviewed by the appropriate District Vice President and/or State Registrar.
TBD	Western District – El Paso Teams – Entry & Final Roster Deadline - All U11 through U14 teams from El Paso wishing to enter the US Youth Soccer National Championship Series, STYSA President’s Cup, or STYSA Director’s Cup must submit to the State Office their entry form, entry fee, final roster signed by the Association Registrar and copies of all transfers, releases, new player registration forms and appropriate fees. All rosters are frozen as of this date for the U11 through U14 teams.
TBD	Western District – Entry deadline for U15 through U19 boys/girls teams interested in participating in US Youth Soccer National Championship Series, STYSA President’s Cup or STYSA Director’s Cup. Specific instructions for entering along with the entry fee will be posted on the STYSA website in the coming weeks. Rosters of teams entered in the U11 through U14 age groups of all three (3) competitions are frozen as of this date. Rosters will be verified by the State Office.
TBD	Western District – Start of Play for U11 through U14 boys/girls teams entered in US Youth Soccer National Championship Series, STYSA President’s Cup or STYSA Director’s Cup. Note: Due to the close proximity of the final roster deadline and start of play date, all rosters cannot be verified by the State Office prior to play beginning. The Coach or Manager is responsible for compliance with all rules of the competition. Any team whose roster is found not to be in compliance may be disqualified; all situations will be reviewed by the appropriate District Vice President and/or State Registrar.
19	UIL High School District Certification

APRIL 2008	
TBD	<p>Western District – Final Roster Deadline for all U15 through U19 boys/girls teams entered in US Youth Soccer National Championship Series, STYSA President's Cup or STYSA Director's Cup. A final roster along with release forms, transfer forms, and transfer fees for all player transactions must be submitted to the STYSA State Office by this date.</p> <p>Note: Due to the close proximity of the final roster deadline and start of play date, all rosters cannot be verified by the State Office prior to play beginning. The Coach or Manager is responsible for compliance with all rules of the competition. Any team whose roster is found not to be in compliance may be disqualified; all situations will be reviewed by the appropriate District Vice President and/or State Registrar.</p>
TBD	<p>Western District – El Paso Teams – Entry & Final Roster Deadline - All U15 through U19 teams from El Paso wishing to enter the US Youth Soccer National Championship Series, STYSA President's Cup, or STYSA Director's Cup must submit to the State Office their entry form, entry fee, final roster signed by the Association Registrar and copies of all transfers, releases, new player registration forms and appropriate fees. All rosters are frozen as of this date for the U15 through U19 teams.</p>
TBD	<p>Western District – Start of Play (anticipated) for U15 through U19 boys/girls teams entered in US Youth Soccer National Championship Series, STYSA President's Cup or STYSA Director's Cup.</p> <p>Note: Due to the close proximity of the final roster deadline and start of play date, all rosters cannot be verified by the State Office prior to play beginning. The Coach or Manager is responsible for compliance with all rules of the competition. Any team whose roster is found not to be in compliance may be disqualified; all situations will be reviewed by the appropriate District Vice President and/or State Registrar.</p>
7	<p>South Texas Cup Team Counts – Member Associations having teams interested in participating in South Texas Cup will provide to the State Office the number of teams per age group in order that allocations may be prepared for each District.</p>
10-12	<p>UIL State High School Soccer Tournament</p>
15	<p>Spring Registration Deadline – Information on all new players and coaches registered for the spring season and appropriate fees is due in the State Office postmarked no later than this date. This deadline is for association registrars; club deadlines may need to be set earlier to meet this requirement.</p>
28	<p>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 for each advancing team and entry fees for all teams representing them. Entry fee information will be posted on the STYSA website along with more detailed information in the weeks to come.</p>
MAY 2008	
1	<p>Soccer Start Spring Registration for new players and coaches registered in the spring is due in the State Office, postmarked* no later than May 1 and must include the following. This deadline is for association registrars; club deadlines may need to be set earlier to meet this requirement.</p> <ol style="list-style-type: none"> 1) Individual membership forms or a diskette containing the information for all players and coaches 2) 100% of the final Fall Registration fees 3) *Reconciliation Report for the money submitted 4) An approved Application for Soccer Start must either accompany the registration or be on file with the State Office in order for the group to be eligible for the reduced fees. <p>*Note: The above provisions are as currently stated in the rules. With the implementation of the Affinity online registration program, it is proposed that the Member Association Registrars will no longer be required to submit a diskette, CD or copy of registration form containing information on players or adults or the reconciliation form. All other provisions must be met</p>
3-4	<p>South Texas Cup District Tournaments – Sites TBD</p>
10-11	<p>South Texas Cup State Tournaments – Western District - Sites TBD</p>
17-18	<p>STYSA Director's Cup State Tournament – Eastern District – TBD</p> <p>STYSA President's Cup State Tournament – Western District - Sites TBD</p>
24-26	<p>US Youth Soccer National Championship Series State Cup – Eastern District Sites TBD</p>

JUNE 2008	
TBD	US Youth Soccer National Championship Series Southern Regional Tournament
JULY 2008	
1	Officer Lists - Member Associations must provide a list of Association Officers to the STYSA Secretary and State Office.
TBD	US Youth Soccer National Championship Series Tournament
TBD	STYSA Summer Governing Board Meeting <ul style="list-style-type: none"> ▪ Bids are due for 2008 Fall Championship Tournament locations ▪ Bids are due for 2009 Summer Governing Board Meeting ▪ Bids are due for 2009 USYSNC State Cup ▪ Bids are due for 2009 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 2007-2008 Seasonal Year that have not yet been submitted to the State Office must be sent to the State Office by this date. This deadline is for association registrars; club deadlines may need to be set earlier to meet this requirement.

**REGISTRATION
POLICIES
AND
PROCEDURES**

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
- Distribute registration forms to currently registered players
- Promote use of registration through the online system

Recreational versus 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 a mailing 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 or provide 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 someone verify the date of birth by looking at the birth certificate.** 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 online 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 verifying birth certificates found on page 28.

Registration Policies and Deadlines.

Late Registrations. It is common to continue receiving requests for registration throughout the year. Each club is strongly encouraged to have definitive policies and procedures published for handling late or special registration requests. Players can be registered with the state at any time during the year (August 1 through July 31); however, they must register through a Member Association. While associations and clubs have the authority to close registration, it is important that these dates be defined and that policies be in place on how to handle specific situations such as guest players, late registrations, tournament teams, etc.

Methods of Conducting Registration continued:

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. Religious beliefs will sometimes prevent a parent from signing the Medical Release portion of the form. You have the right to refuse registration or you can require the parent to write "REFUSED" across the Medical Permission section 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. Some clubs require the parent to print a copy of the registration form and submit it along with payment or the copy of the birth certificate. Others simply require the parent's to complete a Medical Release which is provided to the coach. (More information on medical releases is found on page 19.)

Late Fees and Refunds. Each club should have an established policy posted on the website and in publications that outlines fees for late registration and refund policies. Many clubs do not offer any refund after uniforms and ID cards are issued; whereas, other charge a minimum administrative fee or refund the total amount. Some leagues / clubs also charge a fee for reprints for lost or destroyed cards. This decision is up to your club.

Play-ups. Each club should have written procedures in place regarding play-ups. Some clubs choose to review each request based on its merits while others establish strict limitations based on the date of birth of the player. It is also helpful to parents or guardians complete and sign a play-up form. While the member association or club determines whether or not play-ups will be allowed, the state rules require that no more than four (4) U10 or younger players be allowed to roster to a U11 or older team.

Closing Registration Dates:

In establishing closing registration dates, the association / club should keep the following requirements in mind.

Fall season - Rosters are "named" or "frozen" as of November 1 for all teams participating in league competition that may result in the team's advancing to Fall Championships. In order for a player to be eligible to participate with the team, the player must have been registered and rostered to the team so that the player participates in **at least two regularly-scheduled, regular-season games**. If the team's schedule will be complete in early November, the local deadline may have to be set in October in order that the player is able to meet the two-game requirement.

For Spring Cup Competitions, specific dates are set (see Perpetual Calendar) by which final rosters must be submitted to the State Office. All rosters are "named" as of the final roster deadline for that specific competition. Players eligible for these teams must be properly registered through the association in order to appear on the final roster prior to the deadline.

THE WHO, WHEN, WHERE AND HOW OF REGISTRATION

All registrars and data entry operators must also sign a confidentiality statement (form found online and in form section of this handbook).

Players

- All players must be registered for the seasonal year in which they are playing.
- Registration period is defined as the period of time local associations / clubs can register and roster players as members of STYSA beginning August 1 and ending July 31 of the following calendar year. Seasonal year is defined as the year beginning September 1 and ending 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 from August 1 until July 31 unless the player requests and obtains a transfer or release. 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., U-6).
- 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 player's first participating any competition (excluding tryouts and scrimmages leading to team formation).
- A player is considered registered when the Club / Association Registrar has: (1) in their possession a registration form of the type normally used by that local club / association, (2) the date of birth has been verified, and (3) the appropriate registration fees have been collected.
- A player may register at any time. Although there are five established registration deadlines, individual registrations can be submitted at any time as long as it does not affect the eligibility of the team. Official deadlines for 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.

Who, Why, Where...Registration continued

- 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 for a player is submitted to the state, the player is considered registered for the entire registration period and seasonal year. Example: A player is registered with the state in the fall, they are also registered, eligible to play, and considered rostered to the same team for the spring season. While the local association or club may require the player to register and pay a separate fee for the spring season, no additional fees are paid to the state for them. The player cannot be removed from a competitive roster without a transfer/release form signed by the player/parent.
- A player must register in the state in which they reside with their parent / guardian or attend school.
- Within the state, a player may register with the club or league of their choice.
- 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 they are 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 / club may make a decision to require one. If you decide to use a hard copy form, you may use either the STYSA form or develop your own. A copy of the STYSA registration form is available on the STYSA website at www.stxsoccer.org / Publications / Forms, and you may copy this form in the quantity needed. If your club develops its own form, it must include the following information: name, address, phone number, date of birth, gender, Permission to Play statement/signature, Medical Release statement / signature.

REGISTERING ADULTS

Adults

- All adult volunteers and employees (over the age of 17) must successfully complete a background check. Information is submitted online by the individual unless the adult grants permission (see below). (STYSA Rule 3.13). It is essential that every adult over 17 years of age whether a coach, assistant coach, manager, trainer, team mom, officer, board member, or any other position, submit the required information and receive approval for background check and clearance.
- **Paper submission should be discouraged and limited to circumstances where internet access is not available.** If used, these forms need to be completed, signed and submitted to the Registrar or Risk Management Officer of each respective member association by their affiliated clubs (if applicable) for processing through the appropriate online portal. If paper forms are used, the KidSafe Application and the Certification / Consent for Background Check form must be on separate sheets. Once the data is input and confirmation received, the signed Consent form should be sent to the State Office and the Background Check Application destroyed (in accordance with the law).
- All adults identified as the coach, assistant coach, trainer, or managers who perform coaching duties must have or obtain a coaching license within one year of the date the individual begins coaching. Coaches should have at least a minimum of a "G" License (prior to 10/1/99) or an Age Appropriate Module (after 10/1/99). It is the responsibility of the local league to verify that each coach fulfills the minimum license requirement. Also, this year, a coach must have the appropriate coaching license and clearance from the background check in order for the Affinity system to be attached to the roster and the team to be activated.
- When forming a team, one individual should be designated as the head coach. All others should be identified as an assistant, manager, trainer or volunteer.

Adult ID Card / KidSafe Card.

The adult ID Card and the Kidsafe Pass have been incorporated into one card known as the Adult Participation Pass (APP). Each year the adult pass color will change. Team assignment will not be included on the card; therefore, only one card is needed for individuals who coach or volunteer for more than one team. This card confirms that the adult is properly registered for this seasonal year and has cleared the required background check. 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 an Adult Participation Pass.

Adult Registration continued

On Line Adult Registration

The Affinity registration program will be used for all adult registration (background checks) and printing of KidSafe cards.

- The link to access the Affinity system for adult online registration will be posted on member association / club websites.
- Adults not associated with a particular club (e.g., referees, board members, etc.) will be able to use the link posted on the STYSA website.

MAINTAINING REGISTRATION RECORDS

Player Registration Form

A sample registration form for players is posted on the STYSA website. This form can be printed in the quantities needed or the local league can design a form that meets the needs of their organization. The form in use must include, at 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

Registration forms serve a valuable purpose in that they provide the required information to the local league and provide the coach with permission to seek medical assistance, if needed. 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. Some clubs require the parent to print a copy of the registration form and submit it along with payment or the copy of the birth certificate. Others simply require the parent's to complete a Medical Release which is provided to the coach. Each association or club should determine the needs of their organization and institute the appropriate procedures.

Coaches are encouraged to have in their possession a Medical Release form signed by the parent that grants them permission to seek medical attention should an injury occur. Keep in mind, however, that a hospital or medical facility is not required to accept a Medical Release, 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 can be beneficial but 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. Medical release forms for players over the age of 18 are not required.

Data Reporting and Maintenance

Player / adult data for member associations / clubs can be accessed by the state through the Affinity Development Group program as soon as it is entered or updated or through the weekly file transfer uploads from associations and clubs not using the Affinity system. At the time of the writing of this manual, it is proposed that the Member Association registrar will no longer be required to submit a diskette, CD or copy of registration form containing information on players or adults or the reconciliation report. All other provisions of the registration requirements; however, must be met, and the check for registration fees is still due in the State Office on or before the stated deadline.

For those leagues not having the capability of submitting data in a computerized format, a request must be submitted to the State Registrar asking for permission to submit hard copy registration (copies of individual forms or a listing of all required information) to be input into the registration database by the State Office staff. A fee of 10 cents per player / adult will be assessed to the Member Association for inputting this data.

Maintaining Registration Records continued:

Using the Affinity system for registration in 2007 is not mandatory; however, it will be the official repository for STYSA players, coaches, and team information.

- All adults must be processed through the Affinity system as this will be the official source for background checks.
- All rosters, player cards, and KidSafe / Adult Participation Passes will be produced from and managed within the Affinity program.
- Member association and clubs who opt not to use the Affinity system will be required to upload their player registration information in an FTP (file transfer protocol) on a weekly basis for which there is no charge during the inaugural 2007-08 season. Data must be in the required format in order to be uploaded; FTP specifications will be provided this summer.
- Once uploaded into the Affinity system, **all updates such as 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.
- To facilitate data uploads, all member association / club registrars will be need to create teams in the Affinity system then assign players to the appropriate teams. Affinity users will have use data from manual entry or online registrations; others will use data from

Team Formation and Player Assignments

In order to facilitate the file transfers / data uploads; all member associations and clubs will need to create teams in the Affinity system so that the standardized state-approved team numbers can be assigned. After the player upload is completed, registrars will then need to pull appropriate players onto the teams. This seems like duplicate efforts for those organizations using other programs, however, due to the interaction between the registration and scheduling areas of the program, it is vital that member associations or clubs with teams participating in post season play (including spring cup competition) have accurate data uploaded into the Affinity system prior to preparations for these competitions

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 three different categories: (1) permission to play in a state other than the state of residence, (2) a release due to relocation, and (3) permission to guest play with a team from another state in either the state of residence or another state. Following is more clearly defined information on each category:

- Interstate Permission. These requests are generally a matter of convenience. 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 or vice versa). 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.
- Relocation. If a player moves out of the area and wishes to register and roster to a team in the new area of residence, this form can be used to release them from the 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 scenarios, 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 of 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 be found in the forms section under publications in the left-hand navigation panel on the STYSA website (www.stxsoccer.org).

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 Waiver 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. Copies of the forms can be found in the forms section under publications in the left-hand navigation panel on the STYSA website (www.stxsoccer.org).

GUEST PLAYER REQUIREMENTS

Listed below are several scenarios with regard to guest players. Whatever the scenario, the player must be included on the roster of the team which they are playing.

- South Texas player guest plays on another South Texas team in a South Texas event
- South Texas player guest plays on another South Texas team in an out-of-state event
- South Texas player guest plays on a team from another state in a South Texas event
- South Texas player guest plays on a team from another state in an out-of-state event
- Out-of-state player guest plays on a South Texas team in a South Texas event
- 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. There are really only three possible situations:

- A player is already registered with your organization and wants to guest play with one of your teams
- A player is registered through another Member Association or Club and wants to guest play with one of your teams
- A player is not registered in South Texas and wants to guest play with one of your teams.

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, it is simply a matter of the player getting their ID card from their coach then the player added to the team's roster they wish to guest play. This can be accomplished in one of two ways: writing in the name, ID Number and date of birth of the player on the roster (as long as doing so is permitted by the club / association through which the team is registered) or printing a roster with the player included.

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 they will be a guest player with. It is the responsibility of the player to get their ID card from their coach as proof of registration. The name, ID Number and date of birth can be handwritten on the roster or the player can be added to your database with their existing ID Number and assigned to the appropriate team. After printing the roster for the team, remove the team number and deactivate or delete the player from your database.

3) **A player who is not registered 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 the appropriate team, print the ID Card and roster, remove the team number so that the player appears as a registered player who is not rostered to a team.

Guest Player Requirements continued

Requests by individuals to play out-of-state or out-of-state players to play in South Texas

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 (or their parent) must complete an Interstate Permission form. The form should be submitted to the State Office for approval. It will be forwarded to the State Office of the other state association for final approval. For a player from another state to participate with a South Texas team, the player (or their parent) must complete an Interstate Permission form and submit it to their home state association. Once signed, the form should be forwarded to the STYSA State Office for approval. The Interstate Permission form must be signed by both state associations prior to the player's participation.

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 be followed prior to the player participating in the amateur league.

Individual Youth Player

- 1) Obtain the Youth Permission Form from either STYSA or TSSAS.
- 2) 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.
- 3) 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.
- 4) 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, and the Youth Permission Form Roster must also accompany the individual's forms.

- 1) Youth team coach / manager must obtain the individual forms and roster form from either STYSA or TSSAS.
- 2) 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.
- 3) STYSA will sign the form and roster indicating the players and the team are cleared to play with the amateur league and forward it to TSSAS.
- 4) TSSAS will sign the form indicating their acceptance of the players and team, and provide copies of the form to the State Registrar of both organizations. STYSA will return a copy to the coach / manager.

Copies of the forms can be found in the forms section under publications in the left-hand navigation panel on the STYSA website (www.stxsoccer.org).

AGE DIVISIONS

STYSA recognizes the following age divisions:

Under-19	Under-17	Under-15	Under-13	Under-11	Under-8
Under-18	Under-16	Under -14	Under-12	Under-10	Under-6

Local member associations / clubs may, at their discretion, form Under-9, Under-7 and Under-5 teams. 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.

Playing Down: No player may be allowed to play on a team in a younger age division (see exception). Having a player on a roster that is beyond the age limit for that age group will result in an ineligible team. Games in which such a player participated will be considered a forfeit. Disciplinary action may also be taken against the player as well as the coach, manager, league and / or association for playing an ineligible player.

Exception: In Division III and Division IV, 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, they player may seek special approval from the local association 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. Any team with a medically exempt player is eligible for in-house play only.

Playing Up: Allowing a player to participate on an older team is a decision of your local organization. Each league or association should have in place written guidelines for handling requests to “play-up”. The only exception to this rule is Under-10 players on Under-11 or older teams (see below).

Exception to Playing Up: Effective September 1, 1999, limitations were placed on the number of Under-10 players allowed to “play-up” on an Under-11 or older team. Rule 3.4: “**A maximum of four (4) Under-10 players may be placed on any Under-11 or older 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.

How Young: Questions arise each year about the minimum age a player must be to participate. This is a decision for the local league. Under-6 is considered to be for 4 and 5 year olds. If you offer age pure competition, an Under-6 should be 5 year olds and Under-5 should be 4 year olds. 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. Each league is encouraged to have written procedures in place regarding this issue.

Age Divisions continued

When do Under-10 Player's become Eligible for Under-11?

Each year there are questions regarding whether Under-10 teams are allowed to play up to Under-11 in the Spring. The answer is no. US Youth Soccer mandates that 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 the date upon which Under-10 teams may begin preparing for entry into the 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 each 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 is not necessary to maintain a copy of the document used for verification on file; however, many clubs do keep file copies for future reference or scan them into the computer registration program. It is important that someone verify the date of birth, and if the copy provided is not readable or seems to be 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 again (or other acceptable document) 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

Important: Hospital, baptismal or religious certificates are NOT acceptable proof of date of birth.

ASSIGNING 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, they remain eligible to participate as a Guest Player in a tournament for the remainder of the seasonal year. As a result, the ID number of that 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 should be assigned a new ID Number by the association through which they are registering.

Adults

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, and only one card is needed for individuals who coach or volunteer for more than one team. This card confirms that the adult is properly registered for this seasonal year and has cleared the required background check.

COMPETITION LEVELS / FORMATION OF TEAMS

Playing Time

In Division II, Super II, and Division III, coaches must make every effort to play each registered player that is present at least one-half of the game unless unable to do so due to player's illness or injury or for disciplinary reasons. In the event that a player is present but will not be playing, the coach must inform the referee and the opposing coach as to the reason that player will not participate. In Division I, there is no minimum, playing time for registered players. For Division IV, players must play one-half of each game except for reasons of injury, illness, or discipline.

Division I – the highest level of competition, these teams are generally comprised of the top players within the state association. Tryouts may be held and players selected for this level of play. Teams must qualify according to their District requirements and play a District-wide schedule.

Super II – the second highest level of competition, these teams may hold tryouts and select players. Each District determines the procedure by which teams will be identified.

Division II – this is considered a competitive level of play and generally includes the more skilled players from within the club. Tryouts may be held and players selected for this level of play.

Division III – this is a recreational level of play for U11 through U19 players. This level is open to all players wishing to participate. Evaluations may be held to allow coaches the opportunity to identify the skill level of the players and to choose fair and balanced teams. A tryout and selection process is not permitted for recreational levels of play.

Division IV – this is a recreational level of play for U10 and younger players. This level is open to all players wishing to participate. Teams should be formed in a fair and balanced manner with no selective elimination of players. All U10 and younger teams play small-sided games in accordance with the rules of US Youth Soccer.

Recreational Plus / Academies – this is interclub or intraclub level of play comprised of Division IV U10 and/or U9 players. If the teams play within a recreational plus league, they will participate in a recreational academy program (club organized program that uses defined curriculum and qualified staff to teach individual skills in an age appropriate training format).

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 leagues within your program should have a similar structure for forming teams that is in compliance with these procedures. For recreational players, a system of rostering players should be used to establish a balanced distribution of playing talent among all teams participating. For team formation size limitations, please refer to table on page 7.

ASSIGNING TEAM NUMBERS

STYSA team numbers are randomly assigned by the Affinity registration program at the time when the team is created in the system, and the number quickly identifies the level, sex and age of each team as well as the association and club through which the team plays. The format of the team code is:

Example of Team Number: 00-02-15-4-B-06-1234

2 digit District Number	00	=	Eastern District
2 digit League/Association Number	02	=	Bay Area
2 digit Club Number	15	=	Galveston
1 digit Level of Play	4	=	Division IV (Play Level)
1 digit Team Gender	B	=	Boys (Team Gender)
2 digit Team Age	06	=	Under 6 (Team Age Group)
4 digit Assigned Number	1234	=	Unique Assigned Number

District Numbers:

00 = Eastern District
02 = Western District

Levels of Play:

1 = Division I
S = Super II
2 = Division II
3 = Division III
4 = Division IV (Developmental) all Under-6, Under-8, and Under 4 are level 4
P = Rec Plus
A = Academies (proposed)

Team Gender: If a team has one boy, it is considered a boys team.

B = Boys Team or Co-ed team
G = Girls Team

Team Age: A 2 digit age group should be used to designate team age.

Under-19 = 19	Under-10 = 10
Under-18 = 18	Under-9 = 09
Under-17 = 17	Under-8 = 08
Under-16 = 16	Under-7 = 07
Under-15 = 15	Under-6 = 06
Under-14 = 14	Under-5 = 05
Under-13 = 13	
Under-12 = 12	
Under-11 = 11	

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 Seasonal Year (September 1 through August 31) unless they request and receive a transfer/release. A player becomes rostered to a team when they are:

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

Primary team: 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., U-6).

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. For USYSNC, STYSA adopts the USYS Region III rule, as amended, pertaining to transfers and rostering for National Cup play. The Region rule currently reads: "At the time a team names its National Championship roster, a team may not have more than five (5) previously rostered players." Teams are not charged for players releasing or transferring off the team. 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 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 for recreational (local) soccer. 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 that are not eligible for participation in the 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 may prevent eligibility problems later in the season. Also, a coach should have in his/her possession an official roster for their team at all times.

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
- Participation in U S Youth Soccer National Championships in the Spring
- Participation in President's Cup in the Spring
- Participation in Director's Cup in the Spring
- Participation in South Texas Cup in the Spring
- Participation in Kohl's Cup
- Travel to invitational tournaments, particularly out-of-state or country requests.

PLAYER AND ADULT PASS/ ID CARD

Any team playing outside their home league (inter-association league play, invitational tournaments, Fall playoffs, President's Cup, Director's Cup, South Texas Cup or Kohl Cup) must have a Player or Adult Pass / ID Card. 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 players, the member pass is the ID card. Cards should be separated, and the member pass signed, photo affixed, and laminated. See more on member pass below. 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. If your association has a Spring season and wishes to reprint cards, that is your choice. 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 a player can guest play with another team. Although the coach generally keeps the cards to assure that they all arrive at the game each week, the card actually belongs to the player and should not be withheld.

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 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 accurate information will not be acceptable.

Registrar Signature(s): 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.

Player Pass / ID Card

All team members should be issued a Player Pass / ID Card. The card verifies that the player is properly registered for the seasonal year in which they are participating. Many local leagues playing "in-house" (within their local club only) choose not to issue cards to these teams. This is acceptable as long as the teams are not playing outside their home league.

The **front side must include** the following information:

- the individual's name (player or coach)
- the player's verified date of birth
- the team name
- the STYSA team code
- the age group in which the team participates
- the Seasonal Year for which the card is issued
- the individual's ID number

The **back side must include:**

- the signature of the player or - exactly as entered on the front of the card
- the signature of the Registrar of the Member Association or their designee
- a recent photograph of the player

Adult Participation Pass

All coaches should be issued the Adult Participation Pass. The adult ID Card and the KidSafe Pass have been incorporated into one card known as the Adult Participation Pass (APP). Team assignment will not be included on the card. Only one card is needed for individuals who coach or volunteer for more than one team. This card confirms that the adult is properly registered for this seasonal year and has cleared the required background check. 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 an Adult Participation Pass.

The **front side must include** the following information:

- the individual's name (adult)
- Kidsafe ID number
- a recent photograph of the adult (proposed in 2007)

The **back side must include:**

- the signature of the coach - exactly as entered
- the signature of the Registrar of the Member Association or their designee

Player and Adult Pass / ID Cards continued

ID Cards for Summer Tournaments.

The seasonal year runs from September 1 – August 31; therefore, 2006/07 ID cards are valid until August 31, 2007 and may be used. It is also acceptable to use the new 2007/08 cards at summer tournaments, but not mandatory. A valid roster for the 2007/08 season is required. Due to insurance concerns, if a team is going to use the 2006/07 player pass / ID card, the club registrar must provide them with a letter certifying the players on this team are registered for the 2007/08. If you have a player registered for 2006/07 and who does not intend to play in 2007, you must register him/her as guest player for August tournaments for insurance coverage purposes.

Special Designations

If an association chooses to print player pass cards for Local League Teams, Recreational Plus League Teams, Tournament Teams or Guest Players, then the cards must indicate the following Team Code:

“LT” for League Team

“TT” for Tournament Team

“G” for Guest Player

“P” for Recreational Plus League Team

“A” for Academies (proposed)

A Division I or II player with an improperly prepared card will not be allowed to participate in a game.

MULTIPLE ROSTERING and TOURNAMENT TEAMS

Players, in compliance with their Member Association 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 a 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 both 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 multiple teams, **no player may play with more than one (1) team on the same day or in the same competition** regardless of the age brackets.

Tournament Team

A tournament team is one formed for the sole purpose of participating in an invitational tournament or in-house league. 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 U10 or younger are not permitted until after May 1 except for the following two exceptions:

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.

- 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.
- Teams formed for participation in small-sided tournaments (3v3, 5v5, etc) are exempt from the

ADD / RELEASE / TRANSFER

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, the individual is not considered registered. For transfers and releases, registrars must have signed paperwork before performing a change in the database and before a player participates with the team and a card is issued.

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.

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 or because the player failed to come to practice or games or because the player did not pay his/her trainer fees, nor can the player be moved to a "B" team without the change (transfer) being requested by the player and his/her parent. Payment of the registration fees is required in order for a player to be considered rostered, and training fees are a personal contract between the parent and the club / 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 cannot 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 his/her Penalty Points** to

Transfers and Releases continued:

the Transfer Form when submitting it to the registrar for signature. A player who transfers from one association to another should retain their ID Number for the completion of the Seasonal Year. A player who moves in from out-of-state should be assigned a new ID Number by the association through which they are registering.

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. A new ID number can be assigned to this player the next Seasonal Year.

A copy of the Release / Transfer form can be found in the forms section under publications in the left-hand navigation panel on the STYSA website (www.stxsoccer.org).

APPLICATION FOR TRAVEL

Please refer to information on the STYSA website for the most current information on travel, fees, and use of e-travel online.

e-Travel

US Youth Soccer Region III has, for the last couple of years, been exploring ways to simplify the travel process for teams wishing to travel to tournaments or friendly games within Region III. As a result of these efforts, the e-Travel Notification process was conceived and adopted by US Youth Soccer Region III for travel within Region III. South Texas Youth Soccer has opted to adopt and apply the e-Travel Notification process to all travel within the United States (including Alaska and Hawaii).

All data submitted on the e-Travel Notification Form will be retained in a database for future reference. The State Office Staff will not verify the information submitted prior to the travel occurring and it is the responsibility of the team, coach, and manager to comply with the rules and guidelines of South Texas Youth Soccer, US Youth Soccer, the US Soccer Federation, or those of the State Association or tournament to which you are traveling. Failure to comply may result in sanctions or fines or both being charged to the team, players and/or team officials.

Teams should have the following documents with them and available for inspection at check-in:

- 1) e-Travel notification confirmation form
- 2) Standard league or tournament team roster
- 3) Player cards / coach card
- 4) Medical release forms as required by the host event
- 5) Any other documents or forms required by the host event

e-Travel Notification process is not applicable for travel outside of the United States (including to Canada and Mexico). All travel outside of the United States still 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 approval from the US Soccer Federation. Note: The US Soccer Federation does **not** notify the State Office when, or if, a request for international travel is approved or denied and it is the responsibility of the Coach or Manager to follow-up and insure that they have all the proper approvals in hand prior to leaving the country.

Travel continued

Travel Outside the United States (including Mexico)

For travel outside the United States (including Mexico), permission must be secured from both South Texas Youth Soccer Association and US Soccer.

- Complete the multi-part Application for Travel form.
- Complete the USYS / STYSA Travel Roster including the name, ID Number and date of birth of all players who will be participating in the event. Printed club or association rosters are not valid for this requirement.
- Have the Travel Roster signed by the Association Registrar (not the local club registrar).
- Mail or bring the completed items to the STYSA State Office:
 - 1) completed multi-part Application for Travel (or original and 4 copies if multi-part form is not used)
 - 2) original and 3 copies of Travel roster signed by the Association registrar
 - 3) copy of the official brochure, pamphlet, or invitation or other applicable material from the tournament or games
 - 4) a signed Ted Stevens Olympic and Amateur Sports Act compliance statement
 - 5) cash or check payable to USSF for required fees (application fee - \$50)

STYSA Fees – as noted above

US Soccer – check or money order payable to US Soccer for:

\$25 – application fee plus the appropriate late fees indicated below

\$25 – late fee if filed 60-90 days prior to the planned travel

\$50 – late fee if filed 30-60 days prior to the planned travel

\$100 – late fee if filed less than 30 days prior to the planned travel

SOCCER START

Soccer Start is a sports participation program designed to introduce the sport to children living in economically depressed areas. The program targets “at risk” children in rural, suburban and urban areas who need 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 Start 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 teams are eligible).

Associations or clubs wishing to establish a Soccer Start Program must file an Application for Participation with the Soccer Start Committee prior to September 1 for the fall season. Once approved, the program is eligible for reduced registration fees. Through sponsorships, the state is also able to assist these programs by providing equipment and uniforms. Copies of the form can be found in the forms section under publications in the left-hand navigation panel on the STYSA website (www.stxsoccer.org).

Participants of Soccer Start programs may be mainstreamed (placed on league teams) or Soccer Start teams may be formed within the league only. Several existing programs are operated through city or school programs.

Registration dates for Soccer Start 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 Start Program is responsible for filing a History Report at the conclusion of the season on or before December 31 annually 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.

PENALTY POINT REPORT

This is an area that will probably not be within the Registrar's area of responsibility; however, you may receive questions about it. 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, National Championships, President's Cup, Director's Cup and South Texas Cup. This is a report of penalty 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, usually the scorekeeper or D&P chair, 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 is 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 can be found in the forms section under publications in the left-hand navigation panel on the STYSA website (www.stxsoccer.org).

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.

For more information on penalty points, refer to STYSA rules under section 4.9.4-5

GOAL POST INSPECTION REPORT

The Goal Post Inspection Report must be received in the State Office **on or before October 1** with Initial Registration. The purpose of this report is to verify that all goal posts in your area 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 the nets in place and/or unsecured goalposts. Children in South Texas have died as the result of unsecured goals. In order to protect our most important assets – our children, the Governing Board adopted this procedure of certifying the safety of the goals used by each organization.

Although the inspection of the goals will not likely fall within the responsibilities of the Registrar, it is important that you realize that the report is due at the same time as Initial Registration. It can be sent separately or included in the same packet.

It is important that your organization have a procedure in place for checking the goal posts. The form includes a checklist for identifying areas of concern. Some organizations choose to send one form that certifies all goal posts have been inspected and are in compliance with all requirements. Other organizations prefer to send a separate statement for each club or even for each facility. Either way you choose to submit the report for your association is acceptable. A copy of the Goal Post Inspection Report can be found in the forms section under publications in the left-hand navigation panel on the STYSA website (www.stxsoccer.org).

Once verified, have one or more officers of the STYSA Member Association must sign the form and forward it to the State Office.

APPLICATION TO HOST A TOURNAMENT OR GAMES

Refer to the STYSA website for updated information.

The State Association is required to approve all tournaments and all friendly games involving teams from outside South Texas. Although filing such applications does not generally fall within the duties of the Registrar, the process for doing so is included in this handbook so that you can answer any questions from your clubs / leagues. Refer to STYSA rule 12.3 for more information.

“Tournament” is defined as an activity involving several teams all of which are to be assessed a fee. The purpose of this event is usually to raise funds for the organization. Awards are generally presented to the top finishers. This includes small-sided events such as 3v3, 4v4 and 5v5 tournaments.

“Friendly Games” are practice or scrimmage games involving teams from two or more state associations. To invite teams from out-of-state to play local teams, you must have approval to host the event. Friendly games between teams from two or more STYSA Member Associations require only that the Member Associations give permission to the teams to participate.

“Exhibition Games” are generally sponsored by leagues when teams from other countries are visiting the area. If you wish to have your local teams participate with visiting international teams, you must have the event sanctioned by US Soccer.

“Games” (also referred to as friendly or exhibition games) matches involving two or more teams for which no entry fee is charged. In many instances, each team will be assessed a minimal fee to cover field use or referee costs.

To submit an Application to Host, the hosting organization must submit (Rule 12.3.3):

- Application to Host – this form must include all required information regarding the coordinator as well as age groups and competition levels to be invited to participate. The application should be signed by the Tournament Coordinator and the Member Association President.
- Tournament or Games Hosting Agreement – this document must also be signed by the Member Association President on the back side as indicated.
- Copy of Tournament Rules– a copy of the rules under which the event will be played.
- Application Fee – (for tournament only) \$100 payable to STYSA. No charge for “friendlies”,

A copy of the approved Application to Host must be included on all invitations issued by the hosting organization.

Approval to host an event is granted only to Member Associations. If your event is being sponsored by a business or organization, the Member Association is still ultimately responsible for making sure that all STYSA rules are upheld. If there are problems, sanctions can be taken against the Member Association. Including foreign teams (including Mexico) requires permission from US Soccer (see next section).

Tournaments continued

The STYSA Governing Board has adopted a policy prohibiting awards in Under-6 and Under-8 age divisions. Participation awards may be given, but no scores or results will be kept for these ages.

Upon receiving your application, the State Office will verify that the hosting organization is in good standing, all signatures are in place and all facets of the application fall within STYSA rules. Once approved, a copy of the application will be returned to the Tournament Coordinator and the event will be posted on the STYSA website listing of tournaments and included in upcoming issues of the *STYSA Shootout*.

Post Tournament Report

The post tournament report must include:

- The number of teams participating in each age division and competition level
- If a champion is determined, the name of the champion in each age division and competition level
- The number of teams participating from each state association or foreign country
- If "sportsmanship" awards are given, the criteria for the award and the name of the recipient
- The number of fields used for the tournament
- The name of the tournament sponsor, if any
- The name and team name of all players and / or coaches receiving red or yellow cards and details of any other matter involving improper or unsportsmanlike conduct

Fines for Late Post Tournament Reports

Post tournament reports must be filed within 15 days of the conclusion of the tournament. Failure to do so will result in the following fines. The club hosting the invitational tournament will not be allowed to host another tournament until the original tournament's post tournament report and any fines are received in the State Office.

<u>Filing Time</u>	<u>Tournament Size</u>	<u>Fine</u>
Within 15 days	all size tournaments	no fine
16-45 days	up to 50 teams	\$25
16-45 days	50-100 teams	\$50
16-45 days	100-200 teams	\$100
16-45 days	200-500 teams	\$250
16-45 days	over 500 teams	\$500
45 days or more	up to 50 teams	\$50
45 days or more	50-100 teams	\$100
45 days or more	100-200 teams	\$200
45 days or more	200-500 teams	\$500
45 days or more	over 500 teams	\$1,000

APPLICATION TO HOST FOREIGN TEAMS

When hosting a tournament or games involving teams from outside the United States (including Mexico), an Application to Host Foreign Teams must be filed. The application should be submitted to the State Office as early as possible. Upon approval, the application will be forwarded to US Soccer for processing. US Soccer recommends that applications be filed 90 days or more prior to the event. Although applications can be submitted after that time, the application takes a minimum of two to three weeks for processing. Teams are not eligible to participate until approval has been given by US Soccer. Please refer to STYSA Rule 12.4.

These forms can be filed with your Application to Host a Tournament or Games or as an amendment to the application if your event has already been approved.

Applications to Host Tournaments involving foreign teams must include the following:

- Application to Host Tournament or Games - four-part form signed by Association President
- Application to Host Foreign Teams - four-part form
- Tournament or Games Hosting Agreement
- Ted Stevens Olympic & Amateur Sports Act - signed by Tournament Coordinator
- Copy of Rules of the Tournament or Games
- Applicable Fees
 - 1) STYSA – payable to STYSA - \$100 application fee (not required unless this is filed with the original application to host)
 - 2) US Soccer – payable to US Soccer
\$75 application fee for Application to Host Foreign Teams

**STATE
REGISTRATION
DEADLINES
AND
REQUIREMENTS**

THE IMPORTANCE OF CHECKING YOUR DATA

1. **Required Information** – Please be sure that all required information is included: first and last name, complete address, area code, telephone number, verified date of birth, gender, ID number and team code. A player cannot be placed in the right age group team if their date of birth is not on the form or is incorrect. Sort your data on the various fields. Are they all filled in and check if birth dates are within the allowable range of dates. A player or adult is not considered registered if required information is missing.
2. **Accuracy** – Print rosters and check (or have the coach check) that all players on the team are listed when the season begins. Problems arise each year at Fall Championships because a player was inadvertently left off the roster or, due to a typographical error, was placed on the wrong roster. Such accidents can result in a team being disqualified from a competition.
3. **Consistency** – The spelling of the last name, street address and city for children from the same household should be the same. There are always players from the same household with the same street address who either have different cities or different zip codes. If your program automatically enters city and zip code, watch carefully to be sure the information is correct for the individual you're entering.

Computers are wonderful, but they are dumb! Any difference, no matter how slight, in the address makes the computer believe this is a separate household. Be consistent in entering addresses. The state registration database is used for mailing many items: camp brochures, tryout information, tournament flyers, the *STYSA Shootout* (newsletter), ODP information, playoff information, Spring Cup registration, etc. as well as being sent to US Youth Soccer and US Soccer. In order to keep printing and postage costs down, every effort is made to mail one per household.

Example: 1212 Maple Street	Although the addresses to the left are all the same,
1212 Maple St	the computer identifies these three entries
1212 Maple	as three different households

4. **Adult Activity** – Please be sure that all adult registrations have a designation as to their activity. This information is used for producing team rosters and for mailing pertinent information about upcoming meetings, competitions, and activities based on their participation status.
5. **Count** – Verify the number of players you are actually registering and be sure the number of players and fees included in your data are in agreement. Every year there are associations that pay several times for the same player, especially in the spring. If the player is already registered but changes clubs or teams, they are not considered a new player.

REGISTRATION REPORTING AND BILLING

Prior to the fall 2007 season, member association registrars submitted a Reconciliation Report along with the fees due to the state by the established deadline for fall (initial), fall (final), spring, and summer. With the implementation of the Affinity online registration program, the Member Association Registrar will no longer be required to submit a diskette, CD, or copy of the registration form containing information on players or adults nor will they have to generate a Reconciliation Report. The state will have the ability to generate an invoice for each Association showing the number of players in each play level and the fees due to the state. We are working with Affinity to confirm that the invoice generated will include a breakdown of the player counts by club so that the Association is able to collect the appropriate fees from each club. Please refer to table below for deadline and billing information. **These deadlines are for association registrars; club deadlines may need to be set earlier to meet these requirements.**

STYSA Player and Adult Registration

	Deadlines and Information			
	Fall-Initial	Fall-Final	Spring	Summer
Deadline	10/1	11/1	4/15	7/31
STYSA Invoices Sent (10 days prior)*	9/21	10/22	4/5	7/21
Payment Due	10/1	11/1	4/15	7/31
Registrar Signatures on File	10/1			
Fall Championship Team Count	10/1			
Goal Post Inspections	10/1			
Reduced Fee Approval				
Player Fine	10 cents/ player	10 cents /player	\$100 – 1 st week & 2 cents/ player thereafter	
Adult Fine	\$1/adult			

*if deadline falls on weekend or holiday, invoice will be sent the next work day.

Soccer Start and TOPSoccer

	Deadlines and Information			
	Soccer Start – Fall	Soccer Start – Spring	TOPSoccer – Fall	TOPSoccer –Spring
Deadline	12/1	5/1	12/1	5/1/
STYSA Invoices Sent (10 days prior)*	11/21	4/21	11/21	4/21
Payment Due	12/1	5/1	12/1	5/1
Registrar Signatures on File				
Fall Championship Team Count				
Goal Post Inspections				
Reduced Fee Approval	12/1	5/1	12/1	5/1

*if deadline falls on weekend or holiday, invoice will be sent the next work day.

With the elimination of the need for a Reconciliation Report, the state will determine a new method by which Member Associations will report the number of teams per age group and competition level they have eligible for the Fall Championship District Tournaments. This information will be provided to each Member Association at the beginning of the Fall season.

Registration Reporting and Billing Requirements continued

Player Fees for 2007-08

Division 1	\$17.00
Super 2	\$17.00
Division 2	\$17.00
Division 3	\$14.00
Division 4	\$8.00
Under 6	\$6.00
Soccer Start	\$6.00
TOPSoccer	\$6.00
Summer	\$6.00

Fall

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 leagues may freeze their rosters by an earlier date in order to submit their information to the state by the required deadline. Between the date on which rosters are frozen and the completion of Fall Championship District and State playoffs, no players may register for or transfer to or from any of these teams.

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

Late Spring

All late Spring registrations (after April 15) should be included in summer registration due on or before July 31.

Summer

Players often register for summer leagues or, in preparation for the Fall leagues, they will be participating with a team in tournaments during the summer. Players must be registered for the seasonal year in which they are participating. A player who has registered for the Fall season but was not registered with any league for the current seasonal year, must register separately for the remainder of the summer. Therefore, players who register after June 1 for play during June, July and August may register for \$6.00. These registrations should be submitted online in the summer tournament section of Affinity. Summer registrations due on or before July 31.

Five Deadlines

Registration information and fees are due in the State Office five times per year as indicated below. **Mail to: STYSA State Office; 15209 Highway 290 East; Manor, Texas 78653.**

- Initial Fall – postmarked by **October 1**
- Final Fall – postmarked by **November 1**
- Spring Cup – per deadlines stated on Perpetual Calendar
- Spring – postmarked by **April 15**
- Summer – postmarked by **July 31**

**COMPETITION
DEADLINES
AND
REQUIREMENTS**

FALL CHAMPIONSHIP DISTRICT TOURNAMENTS

Please refer to STYSA website for updated information.

Fall Championship District Tournaments are held the **first weekend in December** at various sites within each District for Under-11 through Under-19 Super II, Division II, and Division III teams. The number of teams advancing from each association is determined in early October at an allocation meeting held within each District and is based on information provided by each Association with their Initial Registration submitted before October 1. If team counts by age group and competition level are not reported to the State Office by October 10, that Member Association will not be allowed to send teams to the District Tournaments.

According to the STYSA Perpetual Calendar, District Vice Presidents are responsible for preparing allocations by October 15. Once allocations are prepared, a copy is provided to each Association President. Each Association is required to verify in writing the number of teams per age group and competition level they will be sending to District Tournaments (confirming they will fulfill the allocations awarded to their association).

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:

- STYSA Team Code and Team Name of each advancing team
- Name, address and telephone number of the coach
- Seeding of the team - Example: first, second, third place, etc.
- 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:

- Roster – including all eligible players and signed by the Association Registrar
- Player Pass ID Cards – laminated and with a recent photo for all players and coaches
- 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 any Penalty Points accumulated by the teams advancing. Teams must have their signed roster, ID Cards and an updated Penalty Point Report upon arriving at the State Tournament.

On or before the Tuesday prior to the first weekend in December, each Member Association must forward to the State Office a check in payment of entry fees for their advancing teams (based on the allocations). Fees per team are established by the Executive Committee and can be found in the Fees Section of the STYSA Administrative Handbook. Currently, the fees are:

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

FALL CHAMPIONSHIP STATE TOURNAMENTS

Please refer to STYSA website for updated information.

Fall Championship State Tournaments are held the **second weekend in December** for Division I, 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.

- **Division I** - There are not generally District Tournaments for this competition level. If the District Vice President deems it necessary for a District Tournament, only those age groups requiring a playoff will be involved. First and second place teams from each District advance based on their Fall season record. The tournament will be either a four or five team event - two representatives from each District along with one El Paso representative, when eligible.
- **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.
- **Division II** - First and second place finishers from the District Tournament will advance to the State Tournament along with an El Paso representative, when eligible.

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.

- STYSA Team Code and Team Name of each advancing team
- Name, address and telephone number of the coach
- Seeding of the team - Example: first, second, third place, etc.
- 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:

- Roster – including all eligible players and signed by the Association Registrar
- Player Pass ID Cards – laminated and with a recent photo for all players and coaches
- Penalty Point Report – updated with any points received at District playoffs

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.

Fall Championships State Tournaments continued

On or before the Tuesday prior to the second weekend in December, each Member Association sending Division I teams to State Tournaments must forward to the State a check in payment of entry fees for their advancing teams. Fees per team are established by the Executive Committee and can be found in the Fees Section of the STYSA Administrative Handbook. Currently, the fees are:

\$ 340 for each Division I Team

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

U S YOUTH SOCCER NATIONAL CHAMPIONSHIPS

Please refer to STYSA website for updated information.

Of the five STYSA spring cups, the US Youth Soccer National Championships is the highest level of competition. Teams compete in the competition to determine the STYSA State Champion. The U14 and older state champions will represent STYSA at the US Youth Soccer National Championship Series Southern Regionals in late June and the opportunity to advance to the US Youth Soccer National Championships in late July. Information will be distributed in late December to the coaches and managers of all eligible (Division I, Super II and Division II) teams and will include the appropriate entry forms and instructions. Information will also be sent to Association Presidents and Registrars and information is posted on the STYSA website at www.stxsoccer.org as early as possible.

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. 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 who also took part in the 4-team league.
3. The team must meet all deadlines for entry and final rosters. These dates can be found on the STYSA Perpetual Calendar.

Initial registration for this competition must include the entry form, a copy of the roster including at least the nine (9) returning players and the entry fee (as established each year by the Executive Committee). The process with regard to whom entries should be submitted will be determined in late fall and included in all information distributed about the competition.

Prior to the stated final roster deadline, the coach / manager of the participating team is responsible for forwarding to the State Office:

- Roster signed by the Member Association Registrar including all participating players.
- Release forms, properly signed and completed, for any players previously rostered to the team but are not returning for this competition.
- Transfer forms, properly signed and completed, for up to five (5) players transferring onto the team along with the \$10.00 state fee per transfer.
- A copy of the registration form for any newly registered player and the state fee.

Although it is the responsibility of the coach / manager of each participating team to submit all required paperwork by the deadline, Registrars will need to be involved for the signing of releases and transfers, registering new players, issuing new ID Cards and providing a signed roster by the appropriate deadline.

STYSA PRESIDENT'S CUP

Please refer to STYSA website for updated information.

The President's Cup is the second highest level of competition in STYSA and will determine the President's Cup Champion who will represent STYSA at the USYS Region III President's Cup Competition in June. Only the U13 through U17 teams will advance to the President's Cup Region III competition. The President's Cup was developed several years ago as an alternate Spring competition to the U S Youth Soccer National Championship competition. The President's Cup uses a format similar to the National Championships. Teams wishing to participate in this competition must meet all entry requirements and established deadlines as well as having a consistency of rosters (at least 9 returning players) between the fall and spring season.

Qualifying rounds are held within each District, the format for which is determined by the District Vice-President. First and second place teams from each District as well as an El Paso representative will advance to the President's State Tournament.

Information packets will be distributed in late December to the coaches and managers of all eligible teams and will include an entry form and detailed instructions. Packets will also be sent to all Association Presidents and Registrars. Information will be posted on the STYSA website. This competition is open competitive teams as determined by each District - no recreational teams or teams moving from recreational to a competitive level for the Spring are eligible. There is also no separation of teams by competition level in the scheduling of games. Although this fact is included in all information about the competition, there are always a few teams who drop out when they realize that their Division II team is scheduled to play against a Division I team. Please remind your teams of this fact when they ask about this competition. This is considered a competitive competition not a specific competition level of Division I, Super II or Division II league. Initial registration for this competition must include the entry form, a copy of the roster including at least the nine (9) returning players and the entry fee (as established each year by the Executive Committee). The process with regard to whom entries should be submitted will be determined in late fall and included in all information distributed about the competition.

Prior to the stated final roster deadline, the coach / manager of the participating team is responsible for forwarding to the State Office:

- Roster signed by the Member Association Registrar including all participating players.
- Release forms, properly signed and completed, for any players previously rostered to the team but are not returning for this competition.
- Transfer forms, properly signed and completed, for up to five (5) players transferring onto the team along with the \$10.00 state fee per transfer.
- A copy of the registration form for any newly registered player and the state fee.

Again, the responsibility of the Registrar is to register any new players, sign and process any release or transfers of players moving from or onto a team participating in the Cup, and to provide a final signed roster as well as ID Cards for new players. While it is ultimately the responsibility of the coach / manager of the team to make sure that all paperwork is in order, they will need the assistance of the registrar to accomplish the task at hand.

DIRECTOR'S CUP

Please refer to STYSA website for updated information.

Director's Cup is an intermediate level state competition. There is no advancement beyond state play from the Director's Cup. Director's Cup is restricted entry competition held in May annually.

Information packets will be distributed in late December to the coaches and managers of all eligible teams and will include an entry form and detailed instructions. Packets will also be sent to all Association Presidents and Registrars. Information will be posted on the STYSA website. Only Super II and Division II teams from the fall season are eligible to enter the competition. Director's Cup is strongly recommended for the lower Super II and upper Division II teams only. There is a requirement to play each player 50% of each game.

Initial registration for this competition must include the entry form, a copy of the roster including at least the nine (9) returning players and the entry fee (as established each year by the Executive Committee). The process with regard to whom entries should be submitted will be determined in late fall and included in all information distributed about the competition.

Prior to the stated final roster deadline, the coach / manager of the participating team is responsible for forwarding to the State Office:

- Roster signed by the Member Association Registrar including all participating players.
- Release forms, properly signed and completed, for any players previously rostered to the team but are not returning for this competition.
- Transfer forms, properly signed and completed, for up to five (5) players transferring onto the team along with the \$10.00 state fee per transfer.
- A copy of the registration form for any newly registered player and the state fee.

Again, the responsibility of the Registrar is to register any new players, sign and process any release or transfers of players moving from or onto a team participating in the Cup, and to provide a final signed roster as well as ID Cards for new players. While it is ultimately the responsibility of the coach / manager of the team to make sure that all paperwork is in order, they will need the assistance of the registrar to accomplish the task at hand.

SOUTH TEXAS CUP

Please refer to STYSA website for updated information.

South Texas Cup is a restricted entry competition held in May annually. This competition is restricted to Division II and Division III Under-11 through Under-19 boys and girls teams. South Texas Cup is strongly recommended for lower Division II and upper Division III teams only. There is no separation of competition levels - this is considered a developmental competition designed to offer teams an opportunity to play other teams of a similar competitive level during the spring and, hopefully, to earn the chance of playing in the championship round in May.

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. Based on the participation within each Association, the District Vice Presidents will prepare allocations similar to the fall procedures so that each association sends 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 currently set at \$340 per team and is due in the State Office on or before the date designated on the Perpetual Calendar along with the team roster. The fee is reviewed each year based on income and expenses and may be revised prior to the next year's 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 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.

KOHL'S AMERICAN CUP

Please refer to STYSA website for updated information.

Kohl's American Cup and Soccer Festival is restricted to Division III and Division IV teams who are registered with a STYSA Member Association. The age groups of competition will be determined by each hosting site and may include U6 through U19 recreational age groups. It is strongly recommended for the lower Division III and Division IV teams only. Division IV teams may not play up to Division III. There is a requirement to play each player 50% of the game. The event is held in May annually.

The Kohl's American Cup will be played in a tournament format for the U9 and older teams and in a Festival format for the U8 and younger teams. Coed competition may be held if enough coed teams enter. In the Festival format, teams will be scheduled a set number of games against random opponents. There will not be advancement or an overall winner determined in the Festival Format. It is the intention of STYSA to create a festival atmosphere around a day of games at the event. We hope to have the interactive games that Kohl's provides (depends upon their availability) and other activities such as skills competitions, moon walks, etc...

STYSA
REGISTRATION
RULES
AND
PROCEDURES

STYSA REGISTRATION RULES AND PROCEDURES

(excerpt from the STYSA Administrative Handbook, July 2006)

3.1. DEFINITIONS

3.1.1. **ADD** means the addition of a registered player who has not been rostered to any team during the current registration period.

3.1.2. **COACH** and **ASSISTANT COACH** shall include trainers, managers, or any other individual who coaches or trains a youth soccer team.

3.1.3. **ELIGIBLE ADULT**, not otherwise covered, means an individual who has submitted to STYSA the requisite information and whose STYSA background check has been completed and approved. Only eligible adults are allowed to participate in STYSA-sanctioned event.

3.1.4. **EL PASO** shall mean a STYSA Member Association in good standing from the geographical area of El Paso, Texas.

3.1.5. **ELIGIBLE PLAYER** means a player who is properly registered and rostered to a team and is not suspended.

3.1.6. **LEAGUE TEAM** means a team which participates in regularly scheduled league play. This regularly scheduled league play does not necessarily have to be a part of a STYSA sponsored season (i.e. spring leagues).

3.1.7. **LOCAL ASSOCIATION / CLUB** means an organization sponsoring and / or administering a group of teams.

3.1.8. **MEMBER ASSOCIATION** means an organization which sponsor and / or administers teams or Local Associations / Clubs and is a member of STYSA.

3.1.9. **POSTMARK** means the date of the postmark placed by the U.S. Postal Service or other delivery company and not the date listed in a private, postal machine postmark.

3.1.10. **PRIMARY TEAM** means any team playing in competition for STYSA Fall Championships, US Youth Soccer National Championships (USYSNC), 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., U-6).

3.1.11. **RECREATIONAL ACADEMY** is a club organized program that uses defined curriculum and qualified staff to teach individual skills to Division IV Under-10 and/or Under-9 youth players in a team training format that is in an age appropriate learning environment.

3.1.12. **RECREATIONAL LEAGUE** means an interclub or intraclub league comprised of Division IV teams in which Division IV team formation requirements in 3.4.2.2.1 through 3.4.2.2.7 are met.

3.1.13. **RECREATIONAL PLUS LEAGUE** means an interclub or intraclub league comprised of Division IV Under-10 and/or Under-9 teams in which:

- a. Division IV team formation requirements 3.4.2.2.1. through 3.4.2.2.7. are met.
- b. All teams within the league participate in a Recreational Academy Program.

3.1.14. **RECREATIONAL PLUS TEAM** is a Division IV Under-10 or Under-9 team that participates in a Recreational Plus League.

3.1.15. **RECREATIONAL TEAM** is a Division IV team that participates in a Recreational League.

STYSA Registration Rules continued:

3.1.16. **REGISTERED COACH** means an individual who has provided the required information to the local league registrar, submitted, if required, a background check to the background check vendor, received an email confirmation from the vendor acknowledging receipt of the information, and whose background check is cleared by either the vendor or the designated Kidsafe Committee. An individual wishing to coach must successfully complete a coaching certification course appropriate to the age group and division in which they coach from U.S. Soccer, U.S. Youth Soccer, or the National Soccer Coaches Association of America or receive approval from the STYSA Director of Coaching for equivalent licensure. This licensure must be completed within one year after the date the individual begins to coach. Only registered, eligible coaches are allowed to participate in STYSA- sanctioned events.

3.1.17. **REGISTRATION** of players and adults means completing and signing the appropriate STYSA-approved registration form and the paying of any applicable fees to become a member of STYSA. Registration of adults shall include, but not be limited to, coaches, assistant coaches, trainers, and administrators.

3.1.18. **REGISTRATION PERIOD** means the period of time local associations / clubs can register and roster players as members of STYSA beginning August 1 and ending July 31 of the following calendar year.

3.1.19. **RELEASE** means the withdrawal of a player from a roster during the current registration period.

3.1.20. **ROSTERING** means assignment of a player to a team.

3.1.21. **SEASONAL YEAR** means the year beginning September 1 and ending August 31 of the following calendar year.

3.1.22. **SKILLS TRAINING** is a club organized program that teaches individual skills to youth players in a group format that is not team oriented.

3.1.23. **TEAM** means a recognized entity of properly registered and rostered players with at least one registered coach, sponsored by STYSA or a STYSA Local Club or Member Association and organized for the purpose of playing the sport of soccer.

3.1.24. **TOURNAMENT TEAM** means a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition.

3.1.25. **TRANSFER** means the movement of a currently or previously rostered player from one primary team to another or of a released player from a primary team who returns to the same roster within the current registration period.

3.2. PLAYER / COACH REGISTRATION

3.2.1. **STATE OF REGISTRATION.** A player must register in the state in which he or she resides with his or her parent(s) or court-appointed guardian(s). In the case of a student in residence at a boarding school, college or university, the player may register in the state in which the boarding school, college or division of the college or university is located. Any other question of residency may be determined by the state in which the player is registered to vote or holds a current drivers license, if age appropriate.

3.2.2. **PLACE OF REGISTRATION.** Within his / her State of Registration, a player may register with any Member Association, local association, or club. Local association or club registration may only be submitted to STYSA by a Member Association.

3.2.3. OUT-OF-STATE PLAYERS

3.2.3.1. Invitational Tournaments

(1) Upon receipt of required documentation, the STYSA Registrar shall grant permission for properly registered out-of-state players to play in South Texas as guest players at invitational tournaments.

(2) After verifying eligibility, the STYSA Registrar shall grant permission for eligible STYSA players to play as guest players with an out-of-state team at invitational tournaments.

3.2.3.2. Regular Season Play

(1) Players residing outside the boundaries of South Texas, but within the United States, who wish to play on a South Texas team must receive permission from the STYSA Executive Committee prior to being permitted to register. Requests for such permission must be submitted in writing to the State Office each Seasonal Year. Such requests must be accompanied by the appropriate release from the player's home state association.

(2) South Texas players wishing to play on an out-of-state team must receive a release from the STYSA Executive Committee. Requests for such releases must be submitted in writing to the STYSA State Office each Seasonal Year.

3.2.3.3. **International Clearances** - Players who reside outside the boundaries of the United States must obtain the appropriate permission based on the requirements in place by USSF. These requirements include:

(1) Players under 12 years of age as of January 1 of the calendar year in which they are seeking permission to register – No international clearances are required for these players. Permission to register can be granted by the STYSA Registrar upon receipt of a written request that includes the name and verified date of birth of the player requesting to be registered as a player with STYSA. Verification of the date of birth is to be in accordance with Rule 3.2.8.

(2) Players who are age 12 through 16 as of January 1 of the calendar year in which they are seeking to register must complete an International Clearance Waiver Form. If the player indicates he or she did not sign a professional contract or receive payment for playing, the International Clearance Waiver Form can be approved by the STYSA Registrar. If the player did sign a professional contract or received payment, then an Application for International Clearance must be submitted to US Soccer. Upon receipt of an Application for International Clearance approved by US Soccer, the STYSA Registrar shall grant permission for the player to register.

STYSA Registration Rules continued:

(3) Players who are age 17 through 19 as of January 1 of the calendar year in which they are seeking to register must complete an Application for International Clearance. The Application for International Clearance must be submitted to US Soccer. Upon receipt of an Application for International Clearance approved by US Soccer, the STYSA Registrar shall grant permission for the player to register.

3.2.4. **METHOD OF REGISTRATION.** All players and coaches must be registered with STYSA through their STYSA Member Association. Registration information may be submitted to the State Office in either an electronic format or a hard copy format. The electronic submission must follow the guidelines for information (content and format) as determined by the STYSA Registrar. Associations submitting hard copy registration to the State Office must comply with the following requirements:

3.2.4.1. Approval must be obtained from the STYSA Registrar and justification for submitting hard copy registration must be provided.

3.2.4.2. If approved, the Association must submit the hard copy to the State Office by the registration deadlines as set forth in the STYSA Handbook.

3.2.4.3. A fee of .10 per player will be assessed to the Member Association. The fee must be paid within thirty (30) days of the final Fall / Spring registration deadline.

3.2.5. **PAYMENT OF REGISTRATION.** Payment of registration fees consists of the current STYSA registration fee times the number of players being registered. All registration fees must be received by the State Office by the deadlines set forth in the STYSA Handbook.

3.2.6. **TYPES OF REGISTRATION.** There are several registration periods and / or types that each Member Association shall comply with as follows:

3.2.6.1. **INITIAL FALL REGISTRATION** is due at the STYSA State Office, postmarked not later than October 1, and must include:

(1) a correctly prepared and readable diskette or, if submitting by hard copy, either a roster or a copy of each registration form containing required information on all registered players and coaches, assistant coaches, managers, trainers and officers in the format outlined in the Registration Manual.

(2) all applicable registration fees;

(3) a reconciliation form for the moneys submitted;

(4) a copy of the Member / Local Association Registrar's (or his / her designee) signature or stamp as used on team rosters and / or player identification cards; and

(5) the number of teams in each age group and competition level eligible to participate in Fall Championships. These teams and only these teams will be used in allocation considerations and for the District Tournaments.

Any Member Association failing to comply will be fined for Provisions (1) through (3). (See Fines, STYSA Administrative Handbook.) There will be no fine for violating Provision (4). Member Associations not providing the information required by Provision (5) by October 10 will not be eligible for participation in Fall Championship District competition.

STYSA Registration Rules continued:

3.2.6.2. **FINAL FALL REGISTRATION** is due at the STYSA State Office, postmarked not later than November 1, and must include:

- (1) a correctly prepared and readable diskette or, if submitting by hard copy, either a roster or copy of the registration form containing required information on any player or coach added after the submittal of registration in October;
- (2) any applicable registration fees for newly registered players; and
- (3) the final completed reconciliation form.

Rosters for all teams participating in competition leading to STYSA Fall Championships are frozen as of this date.

Any Member Association failing to comply will be fined. (See Fines, STYSA Administrative Handbook.)

3.2.6.3. **INITIAL USYSNC, PRESIDENT'S CUP, OR DIRECTOR'S CUP REGISTRATION** for Under-11 through Under-14 teams must be received by the STYSA State Office in accordance with the STYSA Perpetual Calendar and must include:

- (1) initial team roster
- (2) completed entry form for Cup competition;
- (3) appropriate entry fee.

Each team is required to comply with these prerequisites or it will not be allowed to participate.

3.2.6.4. **INITIAL USYSNC, PRESIDENT'S CUP, OR DIRECTOR'S CUP REGISTRATION** for Under-15 through Under-19 teams must be received by the STYSA State Office in accordance with the STYSA Perpetual Calendar. The registration must include:

- (1) initial team roster;
- (2) completed entry form for Cup competition;
- (3) appropriate entry fee.

Each team is required to comply with these prerequisites or it will not be allowed to participate.

STYSA Registration Rules continued:

3.2.6.5. **FINAL USYSNC, PRESIDENT'S CUP OR DIRECTOR'S CUP REGISTRATION** for all age groups must be received by the STYSA State Office in accordance with the STYSA Perpetual Calendar. Final registration must include:

- (1) final, frozen team rosters signed by the Member Association Registrar;
- (2) individual membership forms and registration fees for new players; and
- (3) all transfer forms and fees.

Each team is required to comply with these prerequisites or it will not be allowed to participate.

3.2.6.6. **SPRING, LOCAL SEASON REGISTRATION** is due at the STYSA State Office, postmarked by April 15 and must include:

- (1) a correctly prepared and readable diskette or, if submitting by hard copy, either a roster or a copy of each registration form containing required information on all new players and coaches, assistant coaches, managers, trainers, and officers in the format outlined in the Registration Manual. "New" means any individual not previously submitted to the STYSA State Office during the same seasonal year;
- (2) a reconciliation form;
- (3) registration fees for all new players.

3.2.6.7. **MISCELLANEOUS REGISTRATION** of individual players not playing in any recognized season mentioned above must be received by the STYSA State Office by the end of the current registration period and must include:

- (1) a correctly prepared and readable diskette or, if submitting by hard copy, either a roster or a copy of each registration form containing required information on all new individual players;
- (2) a reconciliation form; and
- (3) registration fees for all new players.

3.2.7. **DATE OF REGISTRATION.** The player / coach will be considered registered at the point in time when:

- a. the Club / Association Registrar has in their possession a registration form of the type normally used by that STYSA Member or information submitted electronically through an on-line registration process;
- b. the birth date of the player has been verified;
- c. the players' (if a minor) parent or guardian has given permission either by signing the registration form or indicating permission electronically through an on-line registration process; and;
- d. the required fees have been received.

STYSA Registration Rules continued:

3.2.8. **PROOF OF AGE.** Proof of age shall consist of a certified or verified birth certificate, a Uniformed Services Identification and Privilege Card (or the equivalent Department of Defense form) issued by the uniformed services of the United States, a 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 unexpired federal, state or local government identification card (if documentation of birth is required), or a certification of an American citizen born abroad issued by the appropriate government agency. Hospital, baptismal or religious certificates will not be accepted.

3.2.9. **PROOF OF REGISTRATION.** Participation in games outside of the Member Association shall require any player and / or coach (registrant) to have and show a USYSA Player Pass which:

- a. is properly laminated;
- b. is signed (or hand stamped with a signature stamp) by the Local or Member Association Registrar or his / her designee and by the registrant;
- c. includes a recent photograph of the registrant;
- d. includes the registrant's STYSA ID number; and
- e. includes the STYSA Team Code.

If an association chooses to print player pass cards for Local League Teams, Recreational Plus League Teams, Tournament Teams or Guest Players, then the cards must indicate the following Team Code:

- a. "LT" for League Team
- b. "TT" for Tournament Team
- c. "G" for Guest Player
- d. "P" for Recreational Plus League Team

A Division I or II player with an improperly prepared card shall not be allowed to participate in a game.

STYSA Registration Rules continued:

3.3. TEAM FORMATION and ROSTERING – Full-sided Teams. This rule shall apply to teams participating in STYSA sanctioned play (including tournaments) which play full-sided (11 v 11) games. For information concerning rostering of teams participating in US Youth Soccer National Championships (USYSNC), see the USYSNC Rules as published by USYS.

3.3.1. TEAM ROSTER. No Under-11 through Under-19 team shall be allowed to have less than seven (7) or more than eighteen (18) players on its roster at any given time during the Seasonal Year.

3.3.2. TEAM FORMATION

3.3.2.1. Team Formation - Age. Teams are normally formed so that players are placed on the youngest team for which they qualify. Exceptions may be made by the Member Associations. Teams shall be comprised of players who are, as of midnight of July 31, of the previous Seasonal Year:

- | | |
|--------------------------|--------------------------|
| 1. Under 19 years of age | 6. Under 14 years of age |
| 2. Under 18 years of age | 7. Under 13 years of age |
| 3. Under 17 years of age | 8. Under 12 years of age |
| 4. Under 16 years of age | 9. Under 11 years of age |
| 5. Under 15 years of age | |

3.3.2.2. Team Formation Requirements for Division IV, see Section 3.4.2.2.

3.3.2.3. Division III Team Formation Requirements:

3.3.2.3.1. the use of any tryouts, invitations, recruiting, or any similar process to roster players to any team on the basis of talent or ability is prohibited;

3.3.2.3.2. the Member Association administering the league accepts as participants in the league eligible youths (subject to reasonable terms of registration);

3.3.2.3.3. a system of rostering players shall be used to establish a fair or balanced distribution of playing talent among all teams participating, said balance to be achieved by distributing the individual players evenly across the league, creating parity within the league of play; such as:

a) A neighborhood system wherein all players from a neighborhood within the association's boundaries are rostered to a team, but only where such system will result in a fair and balanced distribution of players within the club, association or league. This method shall not be utilized whenever it will permit a select team or a team which is much better than other teams in the same age bracket to form on this basis.

b) A core system in which players rostered to a team in a previous season are returned to the same team may be utilized, provided that no activity prohibited above has been violated and that the competition between teams within the club or association in the age group in question is reasonably fair and even. Reasonably fair and even envisions that some teams may be better than others; however, if one or more teams consistently win or are capable of winning a large majority of its games in a lop-sided manner in the same age group within a club, association or league shall not be permitted to return intact in the next season as a core team in recreational division play.

STYSA Registration Rules continued:

3.3.2.3.4. If any team is rostered and any of the above requirements have been violated in the formation of a team in Division III team (whether in this or any previous season), such team shall not be eligible for play with any team outside the club or association under which the team was rostered, unless such play is with a Division I or II team or if play is within a tournament, such team registers and plays in a Division I or II (competitive / select) bracket. For the purposes of this rule, a team shall be considered to be the same team as a prior season if more than seven (7) players remain on the team from the roster in effect at the time the violation occurred.

3.3.2.3.5. Any violation of rule (3.3.2.3.4.) above shall subject the coach of the team, as well as any club, association or league officials involve in said rostering, to possible disciplinary action and shall cause all games played by the team in violation outside the club or association which rostered the team to be forfeited.

3.3.2.3.6. If any Division III team wins a Fall District Championship or USYSNC District Championship, it will be deemed to be a Division III Champion under Section 5.2.6, STYSA Playoff Rules and Procedures.

3.3.2.4. Team Formation - Division II: Teams may be rostered to participate in an intra / inter-association league in which:

3.3.2.4.1. the use of tryouts, invitations, recruiting, or any like process to roster players to any team on the basis of talent or ability is permitted; and

3.3.2.4.2. players are primarily selected from the players of a single club (clubs that field three or fewer recreational teams in an age group may combine their player pools with those of another club for the selection of players).

3.3.2.5. Team Formation - Super II: Teams may be rostered to participate in an intra / inter-association league in which:

3.3.2.5.1. the use of tryouts, invitations, recruiting, or any like process to roster players to any team on the basis of talent or ability is permitted; and

3.3.2.5.2. players may be selected from the pool of players from any club / association in South Texas, provided they comply with applicable transfer rules.

3.3.2.6. Team Formation - Division I: Teams may be rostered to participate in an intra / inter-association league in which:

3.3.2.6.1. the use of tryouts, invitations, recruiting, or any like process to roster players to any team on the basis of talent or ability is permitted; and

3.3.2.6.2. players may be selected from the pool of players from any club / association in South Texas, provided they comply with applicable transfer rules.

STYSA Registration Rules continued:

3.4. TEAM ROSTERING – SMALL-SIDED TEAMS. For Under-10 and younger teams, team rostering shall be done according to the rules of the Member / Local Association; however, for teams to participate in STYSA sanctioned play, those rules must include the following:

3.4.1. MINIMUM AND MAXIMUM ROSTER

- a. U-10 -- no less than 7 nor more than 12 players
- b. U-8 -- no less than 7 nor more than 12 players
- c. U-6 -- no more than twice the number of players on the field

3.4.2. TEAM FORMATION

3.4.2.1. Team Formation - Age. Teams are normally formed so that players are placed on the youngest team for which they qualify. Teams shall be comprised of players who are, as of midnight of July 31 of the previous seasonal year:

- 1. Under 10 years of age
- 2. Under 8 years of age
- 3. Under 6 years of age

A maximum of four (4) Under-10 players (as defined above), may be placed on any Under-11 or older team.

3.4.2.2. Team Formation Requirements for Division IV

3.4.2.2.1. All eligible youths must have the same opportunity to participate in the team or league as applicable. The use of any tryouts, invitations, recruiting, or any similar process to roster players to any team on the basis of talent or ability is prohibited.

3.4.2.2.2. The Local Association/Club registering, sponsoring or administering the team and Member Association administering the team or league, as applicable, accept as participants in the team or league eligible youths. The league/club registration process and team player limits may not be used for prohibited selection purposes.

3.4.2.2.3. A system of rostering players shall be used to establish a balanced distribution of playing talent among all teams participating; said balance to be achieved by distributing the individual players evenly across the teams or league administered by the applicable authority, creating parity within the league of play.

3.4.2.2.4. Players must play one-half of each game except for reasons of injury, illness or discipline.

3.4.2.2.5. Division IV players or teams may participate in individual skills training from a paid professional through a club sponsored Skills Training Program. U10 and/or U9 teams formed to play Division IV may participate in club sponsored Recreational Academy programs. All other teams formed to play Division IV are prohibited from receiving team training from a paid professional, except as provided above.

STYSA Registration Rules continued:

3.4.2.2.6. If any team is rostered and any of the above requirements have been violated in the formation of a team in Division IV (whether in this or any previous season), such team shall not be eligible for play with any team outside the club or association under which the team was rostered. For the purposes of this rule, a team shall be considered to be the same team as a prior season if more than five (5) players remain on the team from the roster in effect at the time the violation occurred.

3.4.2.2.7. Any violation of rule 3.3.2.2.6. above shall subject the coach of the team, as well as any club, association or league officials involved in said rostering, to possible disciplinary action and shall cause all games played by the team in violation outside the club or association which rostered the team to be forfeited.

3.4.3. **Tournament Teams.** For Under-10 and younger teams, a tournament team may not be formed or created until May 1 of the seasonal year.

3.4.3.1. Under-10 and younger tournament teams, formed for participation in small-sided 5v5 or fewer players per team tournaments, are exempt from rule 3.4.3.

3.4.3.2. In small associations with less than 1,000 player registrations and where Division I, Super II and Division II registrations comprise less than five percent (5%) of the total player registrations, Under-10 and younger tournament teams, formed with players from two or more Under-10 or younger teams for participation in the occasional tournament are exempt from rule 3.4.3 with the Member Association Registrar's approval.

3.5. **RECREATIONAL ACADEMY PROGRAM.** A Recreational Academy (Academy) is a club organized program that uses defined curriculum and qualified staff to teach individual skills to Division IV Under-10 and/or Under-9 youth players in a team training format that is in an age appropriate learning environment.

A STYSA Academy Committee (comprised of the State Director of Coaching, an Eastern District representative, and a Western District representative) will be responsible for oversight of Recreational Academy programs within STYSA. Oversight will include, but not be limited to, approval of Academy applications and review of an Academy's ongoing operations. This committee will be a sub-committee of the Recreational Committee.

A Recreational Academy must comply with the following:

3.5.1. Application to operate a Recreational Academy

3.5.1.1. Clubs wishing to establish a Recreational Academy must obtain sponsorship of their local Member Association and approval from South Texas Youth Soccer Association.

3.5.1.2. Each club must submit a clear mission statement, program curriculum along with the names and qualifications of all Academy staff to the STYSA Academy Committee for approval on an annual basis. After review and approval, such documentation will be kept on file at the STYSA State Office.

3.5.1.3. Applications to operate a Recreational Academy must be submitted to the STYSA State Office no later than the last day of May to be considered for the following seasonal year by the committee.

STYSA Registration Rules continued:

3.5.2 Eligibility to Operate and Player Registration

Clubs may provide both Recreational Academy and traditional recreational programs. Sign up and registration for the Academies is open to any age eligible player from within the club. The number of players eligible to participate in an Academy shall be based upon the number of teams being formed. A player may not be excluded from participating in an Academy program for any other reason.

3.5.3 Team Formation

Academy teams must be formed using the same criteria found in 3.4.2.2 Division IV Team Formation Requirements.

3.5.4. League Play

Academy teams will participate in a Recreational Plus League against other Academy teams. Recreational teams may choose to participate in a Recreational Plus League if they desire.

3.5.5. Tournament Play

Academy teams participating in invitational tournaments may only play against other Academy teams. Invitational Tournament organizers must establish a level of play to accommodate Academy teams to avoid impacting non-Academy recreational teams. Recreational teams may choose to participate in a Recreational Plus level of play if they desire.

3.6. **PLAYER BOUND TO TEAM.** Any player rostered to a **Primary** team is bound to the team to which he / she is first rostered from August 1 until July 31 unless the player requests and obtains a release.

3.7. **DATE OF ROSTERING.** The date of a player's rostering shall be no earlier than August 1 of the current registration period and shall be determined by the earlier of:

3.7.1. Assignment of a properly registered player to a team; or

3.7.2. The player's first participation in any competition (excluding tryouts and scrimmages leading to team formation) sanctioned by STYSA or its Member Associations.

3.8. **TRANSFER OF PLAYERS**

3.8.1. A team participating in STYSA Fall Championships, President's Cup or Director's Cup may transfer no more than five (5) previously rostered players onto the team during the course of the seasonal year.

3.8.2. For USYSNC, STYSA adopts the USYS Region III rules, as amended, pertaining to rostering for National Cup play. (The Region rule currently reads: At the time a team names its National Championship roster, a team may not have more than five (5) previously rostered players.)

3.8.3. Previously rostered players must complete a STYSA Transfer / Release Form before being removed from a team. Previously rostered players will be designated on the team's roster form by a "T". A proper player transfer shall occur upon the completion of all of the following:

- a. The player/parent signs the STYSA Transfer / Release form.
- b. The receiving coach signs the STYSA Transfer / Release form.
- c. The receiving Member Association Registrar signs the STYSA Transfer/Release form.
- d. A copy of the player's penalty point summary is attached to the STYSA Transfer/Release form.

STYSA Registration Rules continued:

3.8.4. To be eligible to participate in Fall Championship play, all rostered players must play with the team in two (2) regularly-scheduled, regular season games. Previously rostered players must be transferred to the team by the final registration date, in accordance with the Perpetual Calendar, and must play with the team in two (2) regularly-scheduled, regular season games. It is specifically intended that this rule prohibit the addition of players for the purpose of strengthening a team for Fall Championship play.

3.8.5. To be eligible to participate in USYSNC, President's Cup, or Director's Cup, previously rostered players must be transferred to the team by the final roster deadline date in accordance with the Perpetual Calendar.

3.9. **ADDITION OF PLAYERS.**

3.9.1. To be eligible to participate in Fall Championship play, players must be added to the team by the final registration date and must play with the team in two (2) regularly-scheduled, regular season games. It is specifically intended that this rule prohibit the addition of players for the purpose of strengthening a team for Fall Championship play.

3.9.2. South Texas Cup is an open competition for Division II and III teams. Previously registered players transferring to these teams will be treated as adds. A team participating in South Texas Cup may not have more than two previously registered players from Division I and not more than two previously registered players from Super II in the current seasonal year. Newly formed teams consisting of newly registered players and / or previously registered Division III or Division II players meeting the above limits are eligible to participate in South Texas Cup.

3.10. **RELEASES.** A release may be requested by a player at any time. Releases must be obtained for players not returning to a team before players may be added to the roster if the adds or transfers will cause the roster to exceed its maximum allowable number. A player may be released from a team involuntarily only if the player is unable to play for one of the following reasons:

- a. the player has violated the rules of USSF, USYSA, or STYSA;
- b. the player has moved beyond a reasonable travel distance. Determination of what constitutes reasonable travel distance is subject to definition by STYSA; or
- c. the player is injured in such a manner that the player will not be able to participate for the remainder of the season.

A STYSA Transfer / Release form must be filled out and one copy sent to the STYSA State Office. Should the released player decide to return to his original team (or any other primary team) during the same Seasonal Year, he / she will be considered a transfer.

3.11. **MULTIPLE ROSTERING.** Players, with the concurrence of their STYSA Member Association Registrar, may be rostered on more than one youth team per USYS Seasonal Year provided the following conditions are met:

- a. Players can be rostered to only one primary team at any time during the Seasonal Year.
- b. The first team to which a player is rostered is the team to which he / she is bound for STYSA Fall Championships, USYSNC, President's Cup, Director's Cup or South Texas Cup play. To play on any other team in these competitions, the player must request a release from the primary team and complete a STYSA Transfer / Release form
- c. STYSA places no limit on the number of league or tournament teams to which a player is rostered.

STYSA Registration Rules continued:

d. No player may play with more than one (1) team on the same day or in the same competition. (i.e., STYSA Fall Championships is one competition, an Invitational Tournament is one competition, USYSNC is one competition.) Division I Fall play shall be considered as the same competition as STYSA Fall Championships for the purposed of this limitation.

e. During the Seasonal Year a player is required to have only one player pass, even if he / she is a guest player or plays on other league teams. This player pass must be for the primary team to which this player is bound for the purpose of STYSA Fall Championships, USYSNC, President's Cup, Director's Cup, or South Texas Cup play.

3.12. **SOCCER START**

3.12.1. **DEFINITIONS**

3.12.1.1. **SOCCER START PLAYER** is a player who has been identified as "at risk." "At risk" means a child who falls under one of the following categories: low income, single parent families, latchkey children, from neighborhoods with a high rate of crime, gangs, or drugs.

3.12.1.2. **SOCCER START TEAM** is a team comprised exclusively of registered Soccer Start Players, defined in 3.11.1.1.

3.12.1.3. **SOCCER START PROGRAM** is a group of registered Soccer Start Players, defined in 3.11.1.1.

3.12.2. **SOCCER START PROGRAM REGISTRATION:** For a Soccer Start Program endorsed by a Member Association to be considered registered, a *Request for Reduced STYSA Fees* form, approved and signed by the Member Association President, the local Soccer Start Program Director and the STYSA Soccer Start Committee Chairman must be on file in the State Office. By January 31st of each year, a completed *Soccer Start Program History* must be on file in the State Office.

3.12.3. **Initial and Final Registration for Fall Registration for Soccer Start Players and Coaches** who are not eligible to participate in STYSA Fall Championships is due in the STYSA State Office, postmarked by December 1, and must include:

3.12.3.1. a correctly prepared and readable diskette or a copy of each registration form containing required information on all registered players and coaches, assistant coaches, managers and trainers in the format outlined in the Registration Manual;

3.12.3.2. 100% of the Final Fall registration fees;

3.12.3.3. a reconciliation report for the monies submitted;

3.12.3.4. a copy of the reduction in STYSA Fee Request form signed and approved by the STYSA Soccer Start Committee on file at the State Office.

3.12.4. **Spring, Local Season Registration for Soccer Start Players and Coaches** is due in the STYSA State Office, postmarked by May 1, and must include:

3.12.4.1. a correctly prepared and readable diskette or a copy of each registration form containing required information on all new players and coaches;

3.12.4.2. 100% of the Final Spring registration fees;

3.12.4.3. a reconciliation report for the monies submitted;

3.12.4.4. a copy of the reduction in STYSA Fee Request form signed and approved by the STYSA Soccer Start Committee on file at the State Office.

STYSA Registration Rules continued:

3.12.5. **MINIMUM and MAXIMUM ROSTER:** Teams identified as Soccer Start Teams may have less than seven players rostered to a team, but no more than eighteen players per team.

3.12.6. **SMALL-SIDED GAMES:** Teams identified as Soccer Start Teams may have less than seven players rostered to a team, but no more than twelve players per team.

3.13. ADULT CRIMINAL BACKGROUND CHECKS

3.13.1. **Scope.** For the purposes of this program, all coaches, assistant coaches, managers, trainers, volunteer administrators, board members, referees, referee instructors, referee assignors and staff / employees over the age of 17 must have on file with STYSA a completed STYSA Application and Consent for Criminal Background Check (the "STYSA Adult Application") or successfully complete the online STYSA Adult Application on the STYSA approved and designated website in place of filling out a paper copy of the above form and submitting it to STYSA.

3.13.2. **Procedures.**

3.13.2.1. STYSA will provide an opportunity bi-annually to submit a STYSA Adult Application online at the designated website. Those identified in 3.12.1. are required to complete and submit a STYSA Application and Consent for Criminal Background Check during the first season / session in which the adult participates. Member Associations or Affiliates will appoint / elect a local Risk Management Coordinator to ensure that all local submissions are performed via the Internet. Volunteers or paid staff must submit their STYSA Application and Consent for Criminal Background Check within 15 days of registration with a team, club or Member Association.

3.13.2.2. Failure to complete and submit the STYSA Adult Application form per 3.12.2.1. is grounds for the individual not to be allowed to engage in any official position within STYSA and its Member Associations and Affiliates, whether paid or volunteer.

3.13.2.3. The STYSA KidSafe Committee has responsibility for the STYSA Adult Application submissions forms and submittals for processing criminal background checks. STYSA will provide a weekly listing of background checks that have cleared the system. It is the responsibility of the Member Association / Affiliate Risk Management Coordinator to provide this listing to their local members.

3.13.2.4 A negative response from the Texas Department of Public Safety or other agency which meets the criteria by the KidSafe Committee making an individual's application unacceptable, will cause a written notice to be sent to the individual stating that the individual is not eligible to participate in any STYSA sponsored activities pending appeal. Any current STYSA activities of the individual must be suspended pending disposition of the appeal. The written notice will detail what appeal rights the person has and the timeframe in which any appeal must be made. A courtesy copy of the notice will also be sent to the Member Association / Affiliate Risk Management Coordinator. The Member Association / Affiliate Risk Management Coordinator will contact the individual's home club to make sure the individual does not participate pending the outcome of the appeal.

3.13.2.5. Should any individual who has received a negative response wish to appeal the findings, an appeal may be filed with the STYSA Appeals Committee according to the STYSA Procedure for Filing Appeals.

3.13.2.6. At such time as the Appeals Committee has heard an appeal and rules an individual ineligible, or when the appeal time has elapsed, then the individual's name will be added to a list maintained by the KidSafe Committee which is available to all Risk Management Coordinators.

STYSA Registration Rules continued:

3.13.2.7. STYSA will make every reasonable effort to maintain the confidentiality of the information received in the background checks. However, if the information is already in the public domain or is a matter of public record, it cannot be considered private or confidential, and therefore imparts no obligation upon STYSA with regard to confidentiality.