

STYSA Spring Cup Game Day Procedures

Team administrators need to adhere to the following guidelines:

1. Enter jersey numbers for all players in Affinity. No game card can have hand written jersey numbers, nor can any players be written in on the game cards (instructions below).
2. Both teams need to print and bring a game report to the field (instructions below). If you need your User Name and Password, please contact your Association / Club Administrator for this information.
3. The Game Card is to be printed by each team immediately prior to each game and brought to the game by each team (system will not allow game reports to be printed more than 3 days prior, see instructions below).
4. Teams with 22 player rosters (U16 and above) can only dress 18 of the players on Game Day drawing a line through the players not participating. Rostered players not participating in the game will be allowed to be on the team side of the field but cannot be in uniform. There are no player passes allowed to STYSA Spring Cup.
5. At every game, each team coach or manager must have proof of his or her players' registration available for inspection by the match referee(s). Proof of registration is a properly prepared (laminated) US Youth Soccer identification card for each player with the player's current picture (permanently attached) and the player's signature appearing on the back.
6. All adults on the sideline (limit four adults) MUST visibly display a current valid Pink (Not Last year's Blue or previous years Lime Green) KidSafe Pass. Without this pass, you will not be allowed on the team sideline. There will be no exception to this and it will be enforced.
7. Coaches/Managers are required to maintain control of their players and the team's fans on the sideline. A coach or an assistant coach may be cautioned and / or ejected by a referee for the misconduct of a fan of the team which he / she coaches.
8. The parents, fans or supporters of any STYSA team by attending a STYSA sponsored event subject themselves to the jurisdiction of the member association and its affiliates, the STYSA Appeals Committee, Executive Committee and the STYSA Governing Board. As such, misconduct by a parent, fan or supporter can be investigated and disciplinary action can be taken by any of the various levels which have jurisdiction over the team involved. If action is not taken on the local level, the STYSA Appeals Committee may investigate the matter and hold a hearing to determine what discipline, if any, should be provided. Such discipline can include, but shall not be limited to, prohibiting the parent, fan or supporter from attending any STYSA sponsored event, including games, practices and tournaments for a period of time or indefinitely. The failure to comply with the discipline shall be cause for STYSA Appeals

Committee to discipline the player related to the parent, fan or supporter; the team which the parent, fan or supporter supports; and or the coach of such team.

9. The teams will occupy the same side of the field. Teams are to remain on their half of the field between the halfway line and eighteen yards from their goal line. A limit of four adults with Adult Participation Passes will be allowed on the sideline with each team. Spectators are to occupy the opposite side of the field from the teams on the same end of the field as their team bench area.
10. Players serving a suspension must be indicated on the Game Card as "Sit-Out" and one line through the name as proof of serving the suspension. Players that are on the team's roster but not eligible to play in a particular game, may be on the team bench but must be in street clothes.
11. The referee will complete one of the Game Cards. The Game Card should have all team information on it; if not, the teams need to complete the information on the Game Card the referee will be using. Players are not to be written in on the game reports. Any players written in will be checked for eligibility and possible disciplinary action.
12. The team representative of each team is to sign the Game Card at the conclusion of the game verifying the accuracy of the Game Card.
13. The Home Team will scan the game report to email to keithw@stxsoccer.org or fax to the 832-201-8576 no later than Tuesday following the game. Please follow the email format given to you in the scheduling instructions.
14. Game Scores and Penalties (yellow cards and Red Cards) must be completed by both teams the same day as the scheduled game played in Affinity (see instructions below).
15. The official web site of the 2011 STYSA Directors Cup and Presidents Cup can be accessed via the STYSA web site (<http://www.stxsoccer.org>) under State Competitions.

Entering Jersey Numbers:

Below are the steps for updating / inputting Jersey Numbers. Following is an illustrated version of this process

1. TM / HC Logs in.
2. Click on **Edit** next to the correct Gaming Application in the *Tournament Applications / Game Scoring* section:
3. Click on Player Roster Tab
4. Click on the EDIT PLAYER TEAM INFO button.
5. Enter Numbers and click SAVE CHANGES

Screen Shots of this process:

1. TM / HC Logs in to My Account

2. Click on **Edit** next to the correct Gaming Application in the *Tournament Applications / Game Scoring* section:

Team	Tournament	
Rovers FC Over 60 A1020-015B50-0007	Cobb Adult Fall 07 Status: Final Submitted on 9/6/2007	Edit Schedules / Game Scoring

3. Click on Player Roster Tab:

Application - Rovers FC Over 60 - Open << Back to My Account

Team Info | Contacts | **Player Roster** | Disciplinary | Comments | Hotels | Review

Review Application Print Page Payment Co

Shown below is the application that this user submitted to Cobb Adult Fall 07

Application #	App Start Date	Submit Date	Posted Stat
3873147	9/6/2007 09:48	9/6/2007 09:48	Accepted

Contact Information

Rick Skirvin

4. Click on the EDIT PLAYER TEAM INFO button in lower right hand corner:

	Gender	Player Status	Transfer Date	ODP Level
943	Boy	Registered		Edit
46	Boy	Registered		Edit
50	Boy	Registered		Edit
2	Boy	Registered		Edit
40	Boy	Registered		Edit
6	Boy	Registered		Edit
40	Boy	Registered		Edit
945	Boy	Registered		Edit
46	Boy	Registered		Edit
57	Boy	Registered		Edit
5	Boy	Registered		Edit
7	Boy	Registered		Edit
38	Boy	Registered		Edit
39	Boy	Registered		Edit
47	Boy	Registered		Edit
946	Boy	Registered		Edit
5	Boy	Registered		Edit

5. Enter Numbers and click SAVE CHANGES

Application - Rovers FC Over 1

Edit Player Team Info

Home Jrs#	Away Jrs#	Player ID
<input type="text"/>	<input type="text"/>	74306-00
<input type="text"/>	<input type="text"/>	70006-00
<input type="text"/>	<input type="text"/>	10007-00

Printing Game Reports

Game reports should be printed no earlier than Friday mornings of each week of your game. This will insure that any roster changes have been processed. Both Home and Away Teams need to print a copy of the game report. Follow the instructions below to print your game reports or "Rosters" which is the terminology used by Affinity.

- TM / HC Logs in.
- Click on Schedules / Game Scoring link next to the correct Gaming Application in the *Tournament Applications / Game Scoring* section
- Look under your game number and click on "Print Roster" button to display the game report
- Click on the Printer Icon in the upper left corner of the Affinity Page not the browser window. (Make sure your pop-up blocker is disabled). Please do not print from screen.
- Click the "OK" box to print the game report to a Adobe PDF.
- Click on the Printer Icon in Adobe to Print the Game Report.
- Present To the Referee at your Game.

Reporting Game Scores and Penalties

To insure standings are updated quickly, Team Administrators should enter the score of their games as soon as possible after the game.

Both teams need to enter the scores for both team and also any cards issued to either team. In cases where either of the above are entered differently by the teams, the game will be shown on the stats as having a conflict. (cC) = Cards conflict or (cS) = score conflict. If this should occur, the STYSA Competitions Event Administrator will correct it after he receives the Official Game Report.

Follow these instructions to enter the required information:

- Log in using your account
- After logging in, scroll to the section titled "Tournament Applications/Game Scoring"
- Click on the "Schedules/Game Scoring" link
- Locate your game number and click on the score box (Note either turn off your browser pop-up blocker or hold the Ctrl button when clicking).
- When the Score Card is displayed, enter the scores and any cards issued for both the Home and Away team.
- The Stats on the players is optional and are not needed and we suggest you not use this feature at this time.
- Click on "Save Stats" to save changes after you have finished entering the required information.