

# **SOUTH TEXAS YOUTH SOCCER ASSOCIATION**

## **REGISTRATION MANUAL**



**SEASONAL YEAR 2017-18**

# INTRODUCTION

The purpose of this handbook is to provide assistance to association and club registrars in the South Texas Youth Soccer Association.

South Texas Youth Soccer Association (STYSA) includes the geographic area of Texas from El Paso on the west directly across the state to Lufkin on the east and from just north of Temple south to Brownsville. There are 29 member associations active within South Texas. Many of the Member Associations are made up of several clubs or local leagues that administer soccer in a more defined, localized area. These 29 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 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, 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. Region III state associations are Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, North Carolina, South Carolina, Tennessee, North Texas and South Texas.

If you are a club registrar and have questions, your first point of contact should be your Association Registrar. If you or your association registrar needs further clarification or information, please contact either the State Registrar or STYSA office.

- **Important: The policies, regulations, procedures, and fees in this handbook are subject to change. The purpose of this handbook is to provide helpful information in a concise guide on STYSA rules and policies.** As a general reminder, local rules may be more restrictive than the state rules; however, local rules may not be more permissive.

GotSoccer is the official repository for STYSA players, coaches, and team information. All player and adult cards as well as rosters must be generated in this system. For technical help, contact the GotSoccer help line at (512) 400-2320 or [states@gotsoccer.com](mailto:states@gotsoccer.com). GotSoccer representatives are also available to give interested associations / clubs individualized webinars. **Please refer to STYSA website ([www.stxsoccer.org](http://www.stxsoccer.org)) for the most up-to-date information.**

*Shirley McGraw*

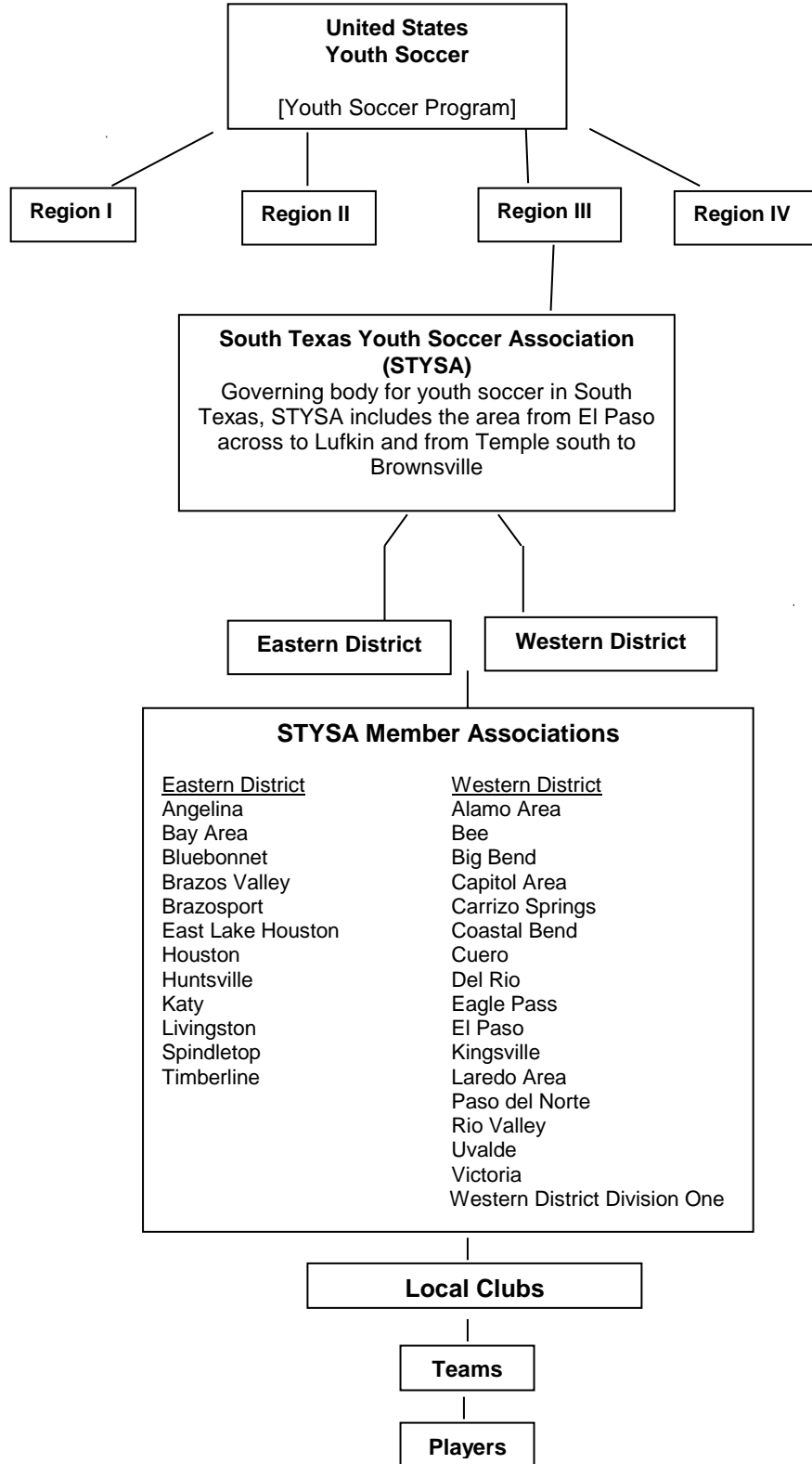
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# THE SOCCER FAMILY



Source: [www.nomadssoccer.org](http://www.nomadssoccer.org)

# US YOUTH SOCCER SOUTH TEXAS YOUTH SOCCER



# STYSA REGISTRARS QUICK REFERENCE CHARTS

## Age Eligibility Chart

Born	2016-17	2017-28
August 1, 1997 through December 31, 1998	19/20U	
January 1, 1999 – December 31, 1999	18U	19U
January 1, 2000 – December 31, 2000	17U	18U
January 1, 2001 – December 31, 2001	16U	17U
January 1, 2002 – December 31, 2002	15U	16U
January 1, 2003 – December 31, 2003	14U	15U
January 1, 2004 – December 31, 2004	13U	14U
January 1, 2005 – December 31, 2005	12U	13U
January 1, 2006 – December 31, 2006	11U	12U
January 1, 2007 – December 31, 2007	10U	11U
January 1, 2008 – December 31, 2008	9U	10U
January 1, 2009 – December 31, 2009	8U	9U
January 1, 2010 – December 31, 2010	7U	8U
January 1, 2011 – December 31, 2011	6U	7U
January 1, 2012 – December 31, 2012	5U	6U
January 1, 2013 – December 31, 2013	4U	5U
January 1, 2014 – December 31, 2014		4U

When determining the age group for a season, the year the season ends should be used for determining the birth year. An example would be: 2017-18 (season end year) – 2012 (player birth year) = 6U.

Age followed by “U” means that age and younger.

Birth Year and Season Matrix									
Season	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Birth Year									
2020									
2019									6U
2018								6U	7U
2017							6U	7U	8U
2016						6U	7U	8U	9U
2015					6U	7U	8U	9U	10U
2014				6U	7U	8U	9U	10U	11U
2013			6U	7U	8U	9U	10U	11U	12U
2012		6U	7U	8U	9U	10U	11U	12U	13U
2011	6U	7U	8U	9U	10U	11U	12U	13U	14U
2010	7U	8U	9U	10U	11U	12U	13U	14U	15U
2009	8U	9U	10U	11U	12U	13U	14U	15U	16U
2008	9U	10U	11U	12U	13U	14U	15U	16U	17U
2007	10U	11U	12U	13U	14U	15U	16U	17U	18U
2006	11U	12U	13U	14U	15U	16U	17U	18U	19U
2005	12U	13U	14U	15U	16U	17U	18U	19U	
2004	13U	14U	15U	16U	17U	18U	19U		
2003	14U	15U	16U	17U	18U	19U			
2002	15U	16U	17U	18U	19U				
2001	16U	17U	18U	19U					
2000	17U	18U	19U						
1999	18U	19U							
1998	19U								

**OTHER:**

USEFUL TEAM CODES			
Player Age Group	Division	Play Level Code	GotSoccer Gender Codes
5U – 10U	IV	4	Boys and Coed: B Girls: G
8U-9U-10U Rec Plus/Academy	IV	R	
13U – 19U	S2	S	
13U – 19U	1	1	
11U – 19U	III	3	
	II	2	
5U-19U	TopSoccer	T	

GotSoccer Generated Team Number											
League #		Club #		Play Level	Gender	Age Group		Team Number			
0	2	1	4	3	B	1	2	1	2	3	4
<p><b>Example:</b> The team above is a Division 3 - 12U Boys team from Bay Area Youth Association 02, Alvin - Club 14. Each team in the age group should be assigned a unique number.</p>											

**TEAM SIZES AND FORMATS**

Team Age Level	Max Roster	Format	Division	Notes
16U-19U	22	11-aside	1, S2, 2, 3	18 in uniform at any game
13U-15U	18	11-aside	1, S2, 2, 3	
11U-12U	16	Small-sided 9v9	1, S2, 2, 3	
10U-09U	12	Small sided 7v7	4, Rec Plus Academy	
08U/07U/06U	8	Small sided 4v4	4	

<b>STYSA MEMBER ASSOCIATIONS</b>					
<b>District Numbers: 00 = Eastern District; 02 = Western District</b>					
<b>AAVSA</b>	1 6	Alamo Area Youth Soccer Association	<b>ELVSA</b>	24	East Lake Houston Youth Soccer Association
<b>ANVSA</b>	1 9	Angelina Youth Soccer Association	<b>EPVSA</b>	12	El Paso Youth Soccer Association
<b>BAVSA</b>	0 2	Bay Area Youth Soccer Association	<b>HVSA</b>	01	Houston Youth Soccer Association
<b>BLVSA</b>	3 8	Bee Youth Soccer Association	<b>HVVSA</b>	37	Huntsville Youth Soccer Association
<b>BNVSA</b>	4 1	Big Bend Youth Soccer Association	<b>KVSA</b>	14	Katy Youth Soccer Association
<b>BBVSA</b>	2 9	Bluebonnet Youth Soccer Association	<b>KVVSA</b>	15	Kingsville Youth Soccer Association
<b>BVVSA</b>	0 9	Brazos Valley Youth Soccer Association	<b>LAVSA</b>	44	Laredo Area Soccer Association
<b>BVSA</b>	0 5	Brazosport Youth Soccer Association	<b>PDN</b>	07	Paso Del Norte Soccer Association
<b>CAVSA</b>	0 4	Capital Area Youth Soccer Association	<b>RVVSA</b>	20	Rio Valley Youth Soccer Association
<b>CSVSA</b>	0 3	Carrizo Springs Youth Soccer Association	<b>SVSA</b>	11	Spindletop Youth Soccer Association
<b>CBVSA</b>	1 3	Coastal Bend Youth Soccer Association	<b>TVSA</b>	06	Timberline Youth Soccer Association
<b>CVSA</b>	3 9	Cuero Area Youth Soccer	<b>UVSA</b>	25	Uvalde Youth Soccer Association
<b>DRVSA</b>	2 7	Del Rio-Laughlin Youth Soccer Association	<b>VVSO</b>	22	Victoria Youth Soccer Organization
<b>EAVSA</b>	4 0	Eagle Pass Youth Soccer Association	<b>WDDOA</b>	42	Western District Division One Association



# 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 mandatory that someone verify the date of birth by looking at the birth certificate. **Do not maintain on file (paper or computer).** Return the document to the parent or guardian. Should a question arise regarding the age of a player, the association or state registrar should re-verify the date of birth from the original document or certified copy. Additional information on verifying birth certificates found later in this manual. Many associations use the audit birth dates on a routine basis, e.g., every five years, requesting certified copies and re-verifying in the system.

# REGISTRATION POLICIES AND DEADLINES

**Late Registrations.** It is common to continue receiving requests for registration throughout the year. Clubs are 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 advertised, defined and there are policies in place on how to handle specific situations such as guest players, late registrations, tournament teams, etc. We encourage independent teams to register with South Texas; however, they must be registered through an established club.

**Late Fees and Refunds.** Clubs 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.

**Collection of Fees.** Collection of fees and other charges are club matters, and written policies should be posted on the website and made available to members. You cannot remove a player from a team because of outstanding debt.

**Play-ups.** Play-up policies are established by the home association (or club). **The state has no play-up rules.** To provide more flexibility in team building, associations and clubs are encouraged to look at the way teams are formed. Recreational teams could be formed by school grades or based on DOB's (January to June or July to December) or blended bands (mixed age group brackets such as 11U-12U).

Each association or 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.

**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 final fall registration date on the STYSA Perpetual Calendar 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. (Rule 3.12.4)

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” or “frozen” 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.

**Data Reporting and Maintenance.** Player / adult data for member associations / clubs can be accessed through GotSoccer as soon as it is entered or updated.

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.

**Incorrect Entry.** Players entered incorrectly (an example would be a US Club player entered in a STYSA event by mistake) will be invoiced as a STYSA player and charged the STYSA player fee for that age/play level. To correct the roster, the player must complete a release form and have it processed.

**Levels of Play.** All clubs and associations must have the capability to offer and charge for all play levels offered by STYSA.

# REGISTRATION

**Confidentiality Statement.** All registrars and data entry operators must also sign a **confidentiality statement** form found online.

- All adults must be processed through the GotSoccer 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 GotSoccer.
- Member association and clubs who decide not to use the GotSoccer system will be required to upload their player registration information. For competitive players and teams, data **must be uploaded on or before August 1**. For recreational players and teams, information must be uploaded before the fall season begins.
- Once uploaded, **all updates such as transfers or releases must be processed in GotSoccer. Paper documentation of transfers / releases is required.**

## **PLAYER REGISTRATION**

Registration Period: August 1 through July 31 annually

Seasonal Year – September 1 through August 31 annually

Calendar Birth Year – January 1 through December 31 (to determine player's age for registration)

- An eligible player is a player who is properly registered and rostered to a team and is not suspended (Rule 3.1.5).
- **A player is considered registered when the Club / Association Registrar has:** (1) in their possession registration of the type normally used by that local club / association, (2) the date of birth has been verified, (3) the applicable member registration fees have been collected, and (4) the applicable member registration fees have been received. (Rule 3.2.7.1)
- Collection of fees and other charges is a club matter, and a written policy should be available to members. **You cannot remove a player from a team because of outstanding debt.**
- A player does not have to be rostered to a team to be registered. A player has to be rostered to a team to have a card printed. Registrar may create generic tournament teams in GotSoccer (tournament season) to handle special cases. Player will pay regular season fees respective to time of year and play level when registration occurs.
- **A player may register at any time.** Official deadlines for reporting registration to the state are posted on the STYSA Perpetual Calendar. Usually they occur: October 1 (initial fall), November 1 (final fall), April 15 (spring), July 31 (summer). (Rule 3.2.6)

- **Vote Counts for GBM's. It is association's responsibility to pay for additional players added since last invoice no earlier than 14 days before and no later than 10 days prior to STYSA meeting.**

By-laws 2.3.1...The number of votes which each member association will have shall be determined as follows, based on the most current paid registration figures as provided by the STYSA Registrar to the Executive Committee no earlier than 14 days before and no later than 10 days prior to any STYSA General Meeting.

Under 1,000 players = 1 vote; 1001-2000 players = 2 votes; 2001-3000 players = 3 votes; 3001-4000 players = 4 votes; 4001-5000 players = 5 votes; 5001-6000 players = 6 votes; more than 6000 players = 7 votes

- 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 final fall registration date on the STYSA Perpetual Calendar (Rule 3.2.6.2). All players must participate in at least two regularly scheduled, regular season games in order to be eligible. (Rule 3.12.4)

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.

- **Players should be registered at the time they take part in tryouts.** Most clubs collect the full registration fee only after selections have been made and team assignments identified.

- **Players have only one ID number per seasonal year.** If a player is transferring to another club or team, registrar must use the assigned ID number and not enter player as a new player. The player transfer form should be completed and submitted to the registrar. To avoid player duplication, do not import players from another association / club until the player is released from the club he/she is coming from.

- **Play 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. (Rule 3.5) 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. (Rule 3.1.15)

- **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 participation, other than as a guest player, in any competition (excluding tryouts and scrimmages leading to team formation) sanctioned by STYSA or its member associations. (Rule 3.4) In GotSoccer, however, team rosters can be generated before August 1 so that registrars and club officials can verify players.

- 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 the paper 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. (Rule 3.2.1)
- Within the state, a player may register with the club or league of their choice. (Rule 3.2.2)
- **100% Registration Rule (USSF Policy 212-1 – Participation in Affiliated Organizations).** “Every participant in every Affiliated Organization must be registered with at least one Organization Member. A participant may be registered with more than one Organization Member.” This is often referred to as the 100% rule, and the policy referred to when inquiring about **dual registration in US Youth Soccer and US Club.**
- 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 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) (Rule 3.2.3)
- Notarized medical forms are not required for league play or playoffs and are no longer required by US Youth Soccer for tournaments.

### **Verification of Date of Birth**

- **Birth certificates. It is mandatory that a club official verify the date of birth by looking at the original birth certificate or a certified copy.** A scanned or Xerox copy is not acceptable; it must have the certification seal from the county clerk’s office. Once the date of birth has been verified for a player, it is acceptable to accept the date in the database following years. It is not necessary to keep copies on file; in fact, we **do not keep a copy of the document.** As mentioned earlier in this manual, many associations / clubs periodically audit and recertify birth dates as a best practice in maintaining data bases. Coaches and parents should be aware that it may be necessary in future years or even that current season, for the club to request a review of the original or certificated copy again for verification purposes. The following documents are acceptable for verifying the date of birth: (Rule 3.2.8)
  - Birth Certificate (certified or verified copy)
  - Uniformed Services Identification and Privilege Card (Form DD1173)
  - Birth Registration issued by the appropriate government agency
  - Board of Health Records, Passport
  - Alien Registration Card issued by the US 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.
- **Birth dates need to be verified in GotSoccer and locked by the club registrar (Check box next to player name and click on verify above)**

# AGE DIVISIONS

Age Groups		
19 years of age under	13 years of age under	7 years of age under
18 years of age under	12 years of age under	6 years of age under
17 years of age under	11 years of age under	5 years of age under
16 years of age under	10 years of age under	4 years of age under
15 years of age under	9 years of age under	
14 years of age under	8 years of age under	

(Reference Rule 3.3.1)

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. Age groups are determined by the player’s calendar birth year (Rule 3.3.1). Please refer to the age eligibility chart at the front of this manual. **Age followed by “U” means that age and younger, e.g., 10U means 10 years of age and under.**

**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 player, and 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 to Playing Down: For recreational players (Division III and Division IV), a medical exception may be granted. If a medical condition exists (substantiated in writing by a licensed physician with no family relationship to the player) 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 the State Registrar and will be heard 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.** (Rule 6.1.0b).

## **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”. **STYSA has no play-up rules or restrictions.**

## **When do 10U Player’s become Eligible for 11U?**

Each year, there are questions regarding whether 10U teams are allowed to play up to 11U in the Spring. The answer is no. US Youth Soccer mandates that 10U teams play small-sided for the entire seasonal year. Realizing that this age group will be moving up to 11U the following fall, US Youth Soccer allows each state association to establish the date upon which 10U teams may begin preparing for entry into the 11U age group. STYSA has adopted the following policy: **Players eligible to participate on newly-formed 11U 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, whichever is later.**



# TEAM ROSTERS

A roster is a form used for listing the players assigned to that team. All coaches should be provided with a copy of their roster at the beginning of the seasonal year prior to their first game. **The coach should verify that all of the players on the team are shown and, if not, contact the club registrar to make the necessary adjustments at the beginning of the season. 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.**

# COMPETITION LEVELS / FORMATION OF TEAMS

STYSA has in place a Team Formation Requirement (STYSA Administrative Handbook Rule 3.9) 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 roster size limitations, please refer to table at the beginning of this document.

## **Playing Time**

In Division II, Super II, Division III and 11U/12U development programs, 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. (Rules 6.1.2)

## **Levels of Play Offered By South Texas**

It is the mission of South Texas Youth Soccer Association to foster the physical, mental and emotional growth and development of the youth of South Texas by offering an environment that makes soccer fun and instills a lifelong passion for the game in its players and their families.

To accomplish this goal, STYSA provides the following levels of play designed to fulfill the needs of players age 4 through 19 of various skill levels.

### **Division IV - Recreational –10U and younger players**

Children learn the basics of soccer through positive, fun training sessions that include short demonstrations and lots of participation. The primary goal of this play level is fun and the opportunity to play. There is a requirement that coaches make every effort to play each player at least 50% of each game.

### **Division IV - Academy–7U through 10U players**

The Academy Program is designed to allow trainers to teach individual skills to 7U through 10U players in a team training format. Clubs must be pre-approved through an application process to offer this level of play.

### **Division III - Recreational –11U through 19U**

Designed for players who enjoy the sport for the social aspect as well as developing their skills, recreational teams in these age groups are formed through assignment of all interested participants to a team. There is a requirement that coaches make every effort to play each player at least 50% of each game.

### **Division II – Competitive –11U through 19U**

This introductory level of competitive play is designed for those who enjoy the social aspect of the game and want to continue to develop their skills through better competition. There is a requirement that coaches make every effort to play each player at least 50% of each game.

### **Super II – Competitive –11U through 19U**

Selection of players based on talent and ability is permitted and generally includes a pool of players from a broader spectrum. Teams participate in the Super II league within the District which requires more commitment with regard to travel and expense. There is a requirement that coaches make every effort to play each player at least 50% of each game.

### **Division I – Competitive –11U through 19U**

Recognized as the highest level of play within the state, players may be selected from across the state based on their ability, skill and commitment to the sport including a more demanding practice and game schedule. There is no play time requirement at this level for 13U-19U. 11U and 12U coaches must make every effort to play each player at least 50% of each game.

#### **\*Levels of Competition within Division I\***

- **Division I (D1):** this competition provides an opportunity for teams to play top teams within their own District (East and West). These competitions are managed by WDDOA for the Western District and STYSA for the Eastern District.
- **State Classic League (SCL):** this competition is designed to provide play between the top teams in each District (14U-18U). There is no play requirement at this level.
- **Southern Region Premier League (SRPL):** this is Region III's highest level of competition. SRPL includes the most competitive teams (13U-19U) in Region III and is comprised of four (4) sub-regions, Premier League East (PLE), Premier League North (PLN), Premier League South (PLS) and Premier League West (PLW). PLE includes teams from TN, AL, NC, SC, GA and FL; PLN includes teams from TN, AR, LA and MS; PLS includes teams from LA, MS, AL and FL and PLW includes teams from OK, NTX and, STX. South Texas teams qualify for PLW based on their performance in PLW, State Classic League or State Cup as applicable.
- **National League:** this is US Youth Soccer's highest level of league competition in the U.S. Teams are promoted to National League based on their performance in their respective Regional Premier Leagues.

Teams of all levels play through their Member Association or a designated play group (Super II, Division I, State Classic League, and Premier League) during the seasonal year and, in some play levels, have the opportunity to advance to post season play in the fall or enter Spring Cup competitions.

The competitions offered by South Texas Youth Soccer Association and the levels of play eligible for each competition is:

**Fall Championships-** Division II and Division III age groups in each District are eligible to participate in tournaments scheduled at the end of the fall season. The top two Division II teams from each District advance to the Fall Championships State Finals scheduled following the district tournaments. Each District determines whether tournaments will be offered at the Division IV 9U and 10U play level.

**South Texas Cup** – 11U through 19U Division II and Division III teams in each District are eligible to enter a spring competition. The top two teams from each District advance to the South Texas Cup State Finals which is held in early May.

**Directors Cup** – 11U through 19U Super II and Division II and 11U and 12U DI teams are eligible to enter the spring competition with the top two teams from each District's spring competition advancing to a State Tournament in mid-May.

**Presidents Cup** – 13U through 19U Division I and Super II teams are eligible to enter a spring competition designed to identify the top two teams in each District to advance to the Presidents Cup State Finals in late May. First place teams in the 13U through 17U age groups then qualify to advance to the US Youth Soccer Region III President's Cup to be hosted by one of the Region III state associations.

**US Youth Soccer National Championships (State Cup)** – Although open to all levels of play (11U through 19U), this competition is recommended for the highest level competitive teams. Teams enter at the beginning of the event and compete within their District during the Spring season. The top two teams advance from each District to the State Cup Finals to be held Memorial Day weekend. First place teams in the 13U through 19U then advance to the USYSNC Regional Tournament to be hosted by one of the Region III states in mid-June.

- Academy is not a play level, but a certified program which uses a defined and approved curriculum and qualified staff to teach individual skills to players registered as 10U and younger. (Rule 3.1.16). Players register for Division IV and, in addition to playing with their team, they can take part in academy training. Clubs desiring to offer academy training must submit an annual application for approval. Registration of the academy player will not be open in GotSoccer until application is approved.
- Rec Plus is a level of play. If 9U or 10U teams training in the academy program want to play together as a team, then they need to be rostered as a Rec Plus team. (Rule 3.1.19)

### **Tryouts and Observations**

Team formation should be a fair and unbiased process to assign and roster players. Check appropriate roster sizes for different age and play levels.

- Observations (Recreational). Every child that signs up to play soccer is assigned to a team; no one is turned away due to skills. A limit can be placed on the number of children who are accepted for a season, and recreational registration should be noted on a first-come, first-served basis. Players must be accepted in the order of registration date and time. Anything else would be considered a form of a tryout because it might imply the club is accepting only those who are "good" for the team. Once signed up, each child can be skills tested and evaluated to determine team assignment. Clubs should have a policy on recreational team formation in their rules or bylaws.
- Tryouts (Competitive). The organization uses skills testing to determine who makes the team. Some players may be denied a place on the team.
- Paid Professional Training. Division IV players or teams may participate in individual skills training from a paid professional through a club sponsored Skills Training Program. 9U and/or 10U teams formed to play Division IV may participate in club sponsored Academy program. All other teams formed to play Division IV are prohibited from receiving team training from a paid professional, except as provided above. (Rule 3.9.1.5)

# ASSIGNING TEAM NUMBERS

STYSA team numbers are randomly assigned by the GotSoccer 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:

GotSoccer Generated Team Number													
League #		Club #		Play Level		Gender		Age Group		Team Number			
0	2	1	4	3		B		1	2	1	2	3	4
<p><b>Example:</b> The team above is a Division 3 – 12U Boys team from Bay Area Youth Association 02, Alvin - Club 14. Each team in the age group should be assigned a unique number.</p>													

**Example of Team Number: 00-02-14-3-B-05-1234**

2 digit League/Association Number	02	Bay Area
2 digit Club Number	14	Alvin
1 digit Level of Play	3	Division III (Play Level)
1 digit Team Gender	B	Boys (Team Gender)
2 digit Team Age	05	6U (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	3 = Division III
S = Super II	4 = Division IV
2 = Division II	R = Academy

**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.**

19U = 19	13U = 13	7U = 07
18U = 18	12U = 12	6U = 06
17U = 17	11U = 11	5U = 05
16U = 16	10U = 10	4U = 04
15U = 15	9U = 09	
14U = 14	8U = 08	

# 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. (Rule 3.5)

A player becomes rostered to a team when they are:

- (1) Registered player 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. other than a guest player, in any competition (excluding tryouts and scrimmages sanctioned by STYSA or its Member Associations) (Rule 3.4)

**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).** (Rule 3.1.15)

Any player who moves from one primary team to another (club to club or association to association; not internal club movement) after having been rostered to a team is considered a transfer, and must complete the appropriate paperwork prior to being added to the new team.

A team participating in STYSA Fall Championships or Director's Cup may have no more than **five (5) previously rostered players** transferred onto the team during a seasonal year (Rule 3.12.1).

11U and 12U teams playing small-sided may transfer no more than **three (3) previously rostered players** onto the team during the course of the seasonal year (Rule 3.12.1).

For USYSNC and USYS Presidents' Cup, STYSA adopts the USYS Region III rule, as amended, pertaining to transfers and rostering for cup play. Information is published on the STYSA website and in the cup manual. (Rule 3.12.2)

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 no longer 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. Recommendation is to have association registrar do a one-time reset for the recreational team roster at the beginning of the spring season.

# ADD / RELEASE / TRANSFER

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** (Rule 3.1.1)

An Add is a new player (one not registered with any club, league or association during the current seasonal year).

## **Release** (Rules 3.1.24, 3.6)

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.

**If a released player decides to return to his original team or any other primary team within a seasonal year, it is considered a transfer.**

Be careful when releasing a player from a team subject to 50%+1 eligibility rule.

**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 fee is required in order for a player to be considered rostered. 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

Registrars should not confuse the “REMOVE” button in GotSoccer with the “RELEASE” button. Players are not removed at any time in South Texas.

**Abandonment Option.** If a club would like the State Registrar to consider that a player has abandoned the team, a completed release form accompanied by detailed documentation of attempts to reach the player must be submitted to the state registrar. Each request will be reviewed by the State Registrar who will make a decision whether the player has voluntarily abandoned the team. Player cannot be released until a final decision is made. Request must be made in a timely manner.

### **Transfer** (Rule 3.12)

Transfer is the **movement of a player from one primary team to another** during a seasonal year. The transfer process is two-fold: paper release/transfer form and online.

#### **Definition of a Transfer (Rule 3.1.10).**

- Club to Club (Association to Association) Player Transfer is defined as the movement of a player from a team to which the player was initially rostered in the current seasonal year to a team in a different club. Club to Club player transfers meet the definition of previously rostered player and will count toward the receiving team's maximum transfer limit. To complete a transfer between clubs or associations, please use link below.
- Internal Club Player Transfer is defined as the movement of a player from one team to another team within the same Club. This type of player movement does not meet the definition of previously rostered player and does not count toward the receiving team's maximum transfer limit.

#### **Maximum number of transfers per seasonal year: (Rule 3.12)**

- Maximum five transfers per year on teams participating in STYSA Fall Championships or Director's Cup during the course of the seasonal year. (Rule 3.12.1)
- Maximum three transfers per year on small sided teams (11U/12U) during the course of the seasonal year. (Rule 3.12.1)
- For USYSNC and USYS Presidents Cup, STYSA adopts the USYS Region III rule, as amended, pertaining to transfers and rostering for cup play. Rule 3.12.2. Information is published on the STYSA website and in the cup manual.
- Players on competitive teams (Division II, Super2, Division I) must use the transfer / release process on or after August 1 (date rostering begins annually – registration period). **If teams have any doubt in the summer about whether a player will play on a team, they should take players as guests to August tournaments.**
- To be eligible to participating USYSNC, Presidents Cup and Director's Cup, previously rostered players must be transferred to the team by the final roster deadline date in accordance with the Perpetual Calendar. (Rule 3.12.5)

**Parents initiate transfers and releases.** Parents will need to complete the transfer / release paper form located under publications on the STYSA website, [www.stxsoccer.org](http://www.stxsoccer.org), as well as complete the paper form. Club registrars may need to help parents with the process, and if the parent prefers, the club may submit the paper form.

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. **Information must be complete on player transfer form (team numbers, player ID, parent and player signature, dates, etc.)** and must be submitted in timely manner to registrar. The Transfer form should 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. Paperwork and online process must be completed before a player moves to a receiving team.**

### **Transfer/Releases – 8U and Younger Players**

It is recommended that if a player is rostered to an 8U or younger team, parents should send the club registrar an email requesting the release or transfer. Club registrar should send email to association registrar requesting move. There is no charge or limit on number of transfer for the younger teams. Exception: Transfers and releases are not required for Division IV players UNLESS a Division IV player is going to move to play-up to Division II or higher. The same is true of a 10U player who was playing-up in 11U Division II or higher in the fall, and decides to play back down to age level in the spring.

### **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 the final fall registration date on the STYSA Perpetual Calendar, 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. (Rule 3.12.4)

### **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.

### **Resource: Release/Transfer Form**

A copy of the Release / Transfer form can be found in the forms section under publications on the STYSA website ([www.stxsoccer.org](http://www.stxsoccer.org)).

**Link for Online Transfers:** Link for online transfers is found on the STYSA website. Registrars must use the links for transfers. There are separate links for Eastern and Western Districts.

# PLAYER AND ADULT PASS/ID CARD

Any team playing outside their home league (inter-association league play, invitational tournaments, Fall Championship Playoffs, President's Cup, Director's Cup, South Texas Cup or Kohl Cup), must have a Player or Adult Pass / ID Card. These cards must be prepared in GotSoccer.

**Resource for Card Stock.** Member and adult pass card stock may be obtained from the STYSA office. A request form is located on the STYSA website.

**Member Pass.** STYSA utilizes the one-sided member pass. Cards should have a photo affixed and laminated. Only the registrar's signature is required on the card (2-24-2013). 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.** (Rule 3.7.e).

**The ID card belongs to the player.** Sometimes parents are unable to get the player card from a coach so that a player can guest play with another team. Although the team manager or 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.** Individual cards must be laminated with clear material so the information is clearly visible. Photograph or trading card organizers are not acceptable. Some associations have an embossing stamp that is applied to the card after laminating to prevent tampering. This is acceptable, but not mandatory. It is preferable for cards to be hole punched and placed on a ring in alphabetical order (practice used at regional and national tournaments).

**Photograph.** A recent photograph of the player or adult should be affixed to the card. It should be a photograph of the face similar to school or passport photograph, e.g., no glasses, hats, or other items that would obstruct the photograph image. If photos are stored in GotSoccer, they should be either a GIF file or JPEG. For the best results, you will want to use an image that is not larger than 500K in size.

**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. 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):** 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.

**Virtual Cards.** With use of the computerized registration programs, associations / clubs are encouraged to utilize virtual cards at local matches. If the club decides to utilize this method, the State Registrar should be notified, prior to implementation, that the club will be using virtual cards. Information on age groups and division levels should be provided. When using virtual cards, all photos must be loaded and teams locked in GotSoccer, local referee association notified and worked with prior to usage, and a printed set of cards available at all events should internet connections fail.

### **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. (Rule 3.2.9) 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 member player pass is a one-sided card that displays 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 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. A recent photo must be 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 adult card displays the following information.

- the individual’s name (adult)
- Kidsafe ID number
- a recent photograph of the adult similar to passport photo (face portrait – no glasses, hats)
- the signature of the Registrar of the Member Association or their designee

### **ID Cards for Summer Tournaments**

The seasonal year runs from September 1 – August 31; therefore, 2016/17 ID cards are valid until August 31, 2017 and may be used in summer tournaments. It is also acceptable to use the new 2017/18 cards at summer tournaments, but not mandatory. Due to insurance concerns, if a team is going to use the 2016/17 player pass / ID card, the club registrar must provide a letter certifying the players on this team are registered for the 2017/18. If you have a player registered for 2016/17 who does not intend to play in 2017/18, you must register him/her as guest player for August tournaments for insurance coverage purposes.

### **Club Pass Player System** (Rule 3.8)

The club player pass system of play is for Rec Plus, Division II, Super 2, and Division I levels of play and is designed to maximize the development of the player by allowing players to guest play on a team from the same club at the same age level, or an older age level team from the same club, on a temporary basis. **The Club Player Pass System applies only if allowed by the organization or organizations governing a particular competition, such as a local league.** The governing organization may impose more restrictive requirements, but at a minimum must meet the following requirements:

- Guest player must play in the same or older age level as the primary team to which he or she is rostered
- Guest player must play in the same or higher level competition as his or her primary team. Guest player may play down one level of competition, but in the same age group if the player is rehabilitating from a serious injury or illness. A serious injury or illness is defined as an injury or illness that required verifiable medical treatment and required the player to have not participate in games for a period of sixty (60) days or longer
- **A guest player may play for only one team in a day (this includes their primary team).**
- Individual Penalty Points will accumulate jointly for all games played (separate accumulations by team or competition will not be allowed). Penalty Point suspensions for the player must be served with the player's Primary team and the player is ineligible for guest playing until the suspension has been served. The player, coach (of both the Primary and guest team), and the coaching director of each club are responsible for monitoring and complying with STYSA's Progressive Disciplinary System. There will be a minimum of a four (4) game, non-probated, suspension for all adults responsible for monitoring and complying with STYSA's Progressive Disciplinary System in the event that a violation is found to have occurred in connection with a player's participation in the Club Player Pass System
- A team may have a pool of players as guest players not to exceed the following seasonal year pool limit and per game limit. A player in the team's pool may guest play for the team multiple times during the seasonal year. A player may be in multiple team pools.
  - 13U - 19U teams – four (4) players per game with a total pool of 26
  - 11U – 12U teams – three (3) players per game with a total pool of 20
- Under no circumstances may a guest player be used that is not properly registered with STYSA.
- For the purposes of this rule a club having a similar name with other clubs (i.e. Dallas Texans, Lonestar, Rush, Challenge, etc.) will be considered to be the same club if the club shares a common Board of Directors and is within the same metropolitan area. If the clubs are outside of the metropolitan area then a fifty (50) mile radius will be used, combined with a common Board of Directors.

# REGISTERING ADULTS

## Adult ID Card / KidSafe Card

The adult ID Card and the Kidsafe Pass are 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. A recent photo should be 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.

- All adult volunteers and employees (over the age of 17) must successfully complete a background check. (STYSA Rule 3.15.1). 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. (Rule 3.15.2.1)
- Registered coaches must hold a currently effective coaching license or certificate or obtain one within one year of the initial registration as a coach. Rule 3.2.10.
- 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.

# REGISTRATION REPORTING AND BILLING

## STYSA Player and Adult Registration

	Deadlines and Information				
	Fall-Initial	Fall-Final	Spring - Initial	Spring – Final	Summer
<b>Deadline</b>	10/1	11/1	4/15	5/31	7/31
<b>Payment Due</b>	GotSoccer will provide data spreadsheet with player counts information on or about the above dates. State office will issue invoice 10 business days later; payment is due upon receipt of invoice. Payment must be received no later than 10 business days after the invoice to avoid 3% late fee. If there are count discrepancies, association/club should resolve with GotSoccer prior to state invoicing.				
<b>Registrar Signatures on File</b>	10/1				
<b>Goal Post Inspections &amp; Certificate of Insurance Applications</b>	10/1				
<b>Player Fine</b>	10 cents/ player	10 cents /player	\$100 – 1 <sup>st</sup> week & 2 cents/ player thereafter		
<b>Adult Fine</b>	\$1/adult				

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

## Soccer Across America and TOPSoccer

	Deadlines and Information			
	Soccer Across America – Fall	Soccer Across America – Spring	TOPSoccer – Fall	TOPSoccer –Spring
<b>Deadline</b>	12/1	5/1	12/1	5/1/
<b>Payment Due</b>	GotSoccer will provide data spreadsheet with player counts information on or about the above dates. State office will issue invoice 10 business days later; payment is due upon receipt of invoice. Payment must be received no later than 10 business days after the invoice to avoid 3% late fee. If there are count discrepancies, association/club should resolve with GotSoccer prior to state invoicing.			
<b>Reduced Fee Approval</b>	12/1	5/1	12/1	5/1

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

### **Fall**

Rosters are frozen by the state as of the final fall registration date on the STYSA Perpetual Calendar 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.**

### **In-house or Tournament**

For teams not participating in a primary league, the local association establishes the final registration date. If a player registers after the final fall registration date on the STYSA Perpetual Calendar 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 the spring registration date on the Perpetual Calendar) will be included in summer registration due on or before the summer registration date on the STYSA Perpetual Calendar. The late spring registrations (prior to June 1) will be billed at the spring fee rate not the reduced summer rate.

### **Summer Registration**

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.

### **Current Player Fees (2017-18)**

Division 1	\$23.00
Super 2	\$23.00
Division 2	\$23.00
Division 3	\$19.00
Division 4	\$10.00
Soccer Across America	\$9.00
TOPSoccer	\$9.00
Summer (June 1-July 31)	\$10.00

### **Vote Counts**

In reference to vote counts for semi-annual GBM's, **it is association's responsibility to pay for additional players added since last invoice no earlier than 14 days before and no later than 10 days prior to STYSA meeting.**

By-laws 2.3.1...The number of votes which each member association will have shall be determined as follows, based on the most current paid registration figures as provided by the STYSA Registrar to the Executive Committee no earlier than 14 days before and no later than 10 days prior to any STYSA General Meeting.

# 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 or academy program at any time during the seasonal year. (Rule 3.7.a). **There is no limitation to the number of tournament teams nor the number of league teams not participating in competitions leading to Fall Championship or leading to cup play, to which a player is rostered.** (Rule 3.7.c)

**No player may play with more than one (1) team in the same competition without utilizing a Club Player Pass (e.g., STYSA fall championships is one competition, an invitational tournament is one competition, USYSNC is one competition.) Division I fall play shall be considered the same competition as STSA fall championships for purpose of this limitation.** (Rule 3.7.d)

**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. (Rule 3.1.15)

**League Team** - 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). (Rule 3.1.8)

**Tournament Team** – a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition. (Rule 3.1.30)

Tournament teams may be formed only if they are permitted by the Member Association through which the team registers and only in the 11U and older age groups during fall and spring. Tournament teams 10U or younger are not permitted until after May 1 except for the following two exceptions:

## **Notes on Multiple Rostering**

- Multiple rostering does not permit clubs or associations to interchange players at will. Most associations have guidelines on the number of guest players allowed in association play.
- When a player is released, the player card must be returned to the registrar and destroyed.

## **Tournament Teams for 10U and younger:**

STYSA Rule 3.10 restricts the formation of tournament teams in the 10U and younger age until after May 1.



# OUT-OF-STATE PLAY

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. (Rule 3.2.3)

## **Interstate Permission Form**

The Interstate Permission form addresses the following three different categories. A player should not be registered and added roster until approved.

**Interstate Permission** – Permission to play in a state other than the state of residence. In some instances, a player may actually live closer to a league with a different state association than the one in which they reside (Example: El Paso to New Mexico; Lufkin to North Texas; Beaumont area to Louisiana). In such situations, the player (or their parent) must obtain permission from both the state in which they reside and the state in which they wish to play before the player is eligible to participate with the other state.

**ODP (Declaration) Interstate Permission** – In the instance, where a player may live closer to a league that is under a different state association than which they reside; (Example: El Paso to New Mexico; Lufkin to North Texas; Beaumont area to Louisiana). Players can declare ODP participation in one state and still take part in league play in another. 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 ODP before the player is eligible to participate with the other state.

**Relocation** – If a player moves out of one state association and wishes to register and roster to a team in the new state, this form should be completed and approved by both the state in which they were most recently registered and the state in which they currently reside.

**Guest Player** – If a player wishes to guest play in with a team outside their current home state association they are registered in, the player must obtain permission from both the state in which they reside and the state the team they wish to guest play.

In all of these situations, the parent of the player must complete an Interstate Permission form and submit it to the State Office of the state in which the player is currently 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). 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. The parent/guardian who made the request is responsible for providing copies to additional requestors. 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](#) under Administrators > Forms.

# INTERNATIONAL CLEARANCE REQUIREMENTS

(Rule 3.2.3.3)

A player who comes to the United States on or after the player is 10 years of age must request and receive an International Clearance from the U.S. Soccer Federation. Registrars are reminded that this includes foreign exchange students.

Under FIFA's rules, there are four International Transfer Clearance Options by which a player born outside of the US can register with an affiliated U.S. Soccer league.

(1) **Entry Prior to Age 10** – Players who entered the US prior to age of 10 (regardless of their current age) can supply a copy of an official document to prove that fact (e.g., report cards, doctor / immunization records, certificate of baptism, or a previous registration history with a sports program). **Acceptable** forms of proof documentation include, but are not limited to, the following: school report cards, doctor records, immunization records, certificate of baptism, previous registration history with a sports program. **Unacceptable** forms of proof documentation include, but are not limited to, the following: passport entry page, class photo from 3<sup>rd</sup> grade that does not individually identify each student, or letter from player/parents verifying the date they moved to the country. Documents should have the player's name, a date that is prior to the player's 10<sup>th</sup> birthday, and show that the player was taking part in day-to-day life in the United States. Process simply needs proof in order to be cleared to register with U.S. Soccer.

Process for clearance:

- Complete the Prior to 10 Submission Form
- Obtain official documentation (per examples above) proving the player was living in the United States prior to their 10<sup>th</sup> birthday
- Submit the completed form to STYSA and U.S. Soccer
- Player's documents will be reviewed by U.S. Soccer
- Player should not be rostered to team until approved

(2) **First Registration** – This international clearance process is only for players who have never been registered to a club affiliated with another national association.

(a) **US Citizens** – U.S. Citizens born outside of the U.S. may be cleared to register by simply completing and signing the First Registration Form. This process is available to all players, regardless of current age and skill level.

(b) **Non-US Citizens** – A player who is not a U.S. Citizen and is currently aged 18 or over may also be cleared to register by the First Registration process. However, there is an additional step required.

Process for clearance:

- Fill out the First Registration Form
- Provide valid proof of U.S. citizenship (*if a U.S. Citizen*)
- Submit the completed form to STYSA and U.S. Soccer
- Player's documents will be reviewed by U.S. Soccer
- Player should not be rostered to team until approved
- For Non-US Citizens – U.S. Soccer will contact the foreign national association of the player and inquire whether they have any prior registrations. If no response is given within seven (7) days

or the foreign national association confirms there was no previous registration, U.S. Soccer will notify the league member that player is free to register. If the foreign federation states, however, that the player had been previously registered, the player cannot use the First Registration option and will have to be cleared via a different method.

(3) Minor ITC Request – Any player under the age of 18 who is not eligible for the Prior to 10 clearance method required to go through the FIFA Transfer Matching System (TMS) in order to obtain their international transfer clearance.

FIFA's regulations state that international transfers of players are only permitted if the player is over the age of 18. There are three exceptions to the rule: **(1)** The player's parent's move to the country in which the new club is located for reasons not linked to soccer, **(2)** the transfer takes place within the territory of the European Union, or **(3)** The player lives outside the country, but no further than 50km from a national border. In addition, the club with which the player wishes to be registered in the neighboring association is also within 50km of that border.

U.S. Soccer can use exceptions No. 1 and No. 3, as the second exception deals only with players in Europe. The documentation listed below is required in order to prove a minor player qualifies for this process. Please note that these are the only exceptions that can be used to process an international transfer for a minor. U.S. Soccer is not permitted to proceed with a clearance request for a player that does not fit one of these two categories.

**Process for clearance:**

- Collect required documentation to prove that the player meets the 'parents' exception:
- Player's passport, player's birth certificate (per FIFA Requirements), player's parents' passports, player's parents' work visas, player's parents' proof of residence (water bill, lease agreement, etc.), player's parents' proof of employment (per FIFA Requirements pay stub, employment verification letter, etc.)
- Submit the completed International Transfer Clearance form and all required paperwork to STYSA and U.S. Soccer
- Player's documents will be reviewed by U.S. Soccer and sent to FIFA for clearance

(4) **ITC Request** – Any player over the age of 18 who has been previously registered to a club in another country cannot be registered to an affiliated club in the United States until U.S. Soccer has received an International Transfer Certificate (ITC) from the player's former association.

Process for clearance:

- Complete the ITC Request Form
- Submit the completed paperwork to STYSA and U.S. Soccer
- U.S. Soccer will process and request the player's international clearance from their former federation
- The foreign federation has up to thirty (30) days to respond to our request
- Once a response is received, U.S. Soccer will notify the STYSA via email
- Per FIFA regulations, the foreign association has up to 30 days from the date the ITC was formally requested to respond by the Federation, after which U.S. Soccer can issue a Provisional ITC to allow the player to be registered immediately.

International Clearance (table from US Soccer)

	Living in U.S. prior to age of 10	Moved to U.S. after age 10, but was never registered outside U.S.	Previously registered outside the U.S.
Age 10-17, U.S. Citizen	<u>Prior to 10</u>	<u>First Registration</u>	<u>Minors Process</u>
Age 10-17, Non-U.S. Citizen	<u>Prior to 10</u>	<u>Minors Process</u>	<u>Minors Process</u>
Age 18+	<u>Prior to 10</u>	<u>First Registration</u>	<u>ITC Request</u>

\*Any foreign-born players under the age of 10 should also submit 'Proof of Entry Prior to 10' documentation to U.S. Soccer in order to receive immediate clearance. For more information, visit [US Soccer website](#) or contact the [U.S. Soccer Registration Department](#)

# GUEST PLAYER REQUIREMENTS

Guest player means a registered player participating in a competition for a team that is not the team to which the player is rostered. A guest player is permitted only for invitational tournaments teams or for a team that is not participating in a competition leading to Fall Championships or leading to cup play. (Rule 3.1.6)

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.

In each of the scenarios below, your association, club or tournament must allow guest players in order to consider. Guest players should not be confused with the club pass. Also, be aware that many leagues do not permit write-ins on game cards.

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.

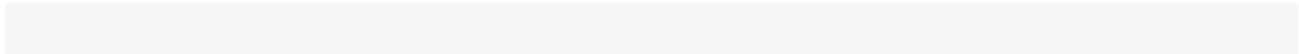
2) **A player is registered with another STYSA Member Association or club but wishes to guest play with a team from your club / association:** Whether the event is within South Texas or out-of-state, the player has to be added to the roster of the team they will be a guest player with. It is the responsibility 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. Many times, registrars create a tournament pool team as a “catch all” for guest players, e.g., create a 19U boys and you can roster all age groups and gender. If you decide to create the pool team, contact state registrar or the member representative at the state office, and we can disable the age and roster limits.

**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](http://www.stxsoccer.org)).

## **APPLICATION FOR TRAVEL**

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



# **SOCCER ACROSS AMERICA**

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

Associations or clubs wishing to establish a Soccer Across America Program must file an Application for Participation with the Soccer Across America 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](http://www.stxsoccer.org)).

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

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

# GOAL POST INSPECTION REPORT AND CERTIFICATES OF INSURANCE APPLICATIONS

The Goal Post Inspection Report along with the Certificate of Insurance Application 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.

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 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](http://www.stxsoccer.org)).

# APPLICATION TO HOST A TOURNAMENT OR GAMES

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).

The STYSA Governing Board has adopted a policy prohibiting awards in 6U and 8U 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

# **STYSA POLICY ON HEADING THE BALL**

Passed July 22, 2016, effective August 1, 2016

The South Texas Youth Soccer Association (STYSA) has adopted the following recommendations from the U.S. Soccer Concussion Initiative regarding heading the ball.

All players and teams participating in STYSA-sanctioned activities are subject to this policy. Players on 11U and younger teams are prohibited from heading the ball in practices and games. If in the opinion of the referee a player deliberately heads the ball in a game, an indirect free kick (IFK) shall be awarded to the opposing team from the spot of the offense. If the deliberate header occurs within the goal area, the indirect free kick shall be taken on the goal area line parallel to the goal line at the point nearest to where the infringement occurred. If in the opinion of the referee a player does not deliberately head the ball, then play should continue.

Players on 12U and 13U teams shall be allowed to head the ball during games. Heading the ball in practices, for 12U and 13U players, shall be limited to a maximum of 30 minutes per week with no more than 15-20 headers per player, per week.

There shall be no restrictions on heading the ball for 14U and older players.

Coaches should enforce these restrictions by the age group of the team according to the specified policies.

Referees should enforce these restrictions by the age group of the team according to the specified policies. Referees will not be assessing the age of individual players on the fields; they will enforce the policy for the age group.

# CONCUSSION PROCEDURE AND PROTOCOL FOR US YOUTH SOCCER EVENTS

Concussion: a traumatic brain injury that interferes with normal brain function. Medically, a concussion is a complex, pathophysiological event to the brain that is induced by trauma which may or may not involve a loss of consciousness (LOC). Concussion results in a constellation of physical, cognitive, emotional, and sleep-related symptoms. Signs or symptoms may last from several minutes to days, weeks, months or even longer in some cases.

## Concussion Signs, Symptoms, and Management at Training and Competitions

### Step 1: Did a concussion occur?

Evaluate the player and note if any of the following signs and/or symptoms are present:

- Dazed look or confusion about what happened
- Memory difficulties
- Neck pain, headaches, nausea, vomiting, double vision, blurriness, ringing noise or sensitive to sounds
- Short attention span. Cannot keep focused
- Slow reaction time, slurred speech, bodily movements are lagging, fatigue and slowly answers questions or has difficulty answering questions
- Abnormal physical and/or mental behavior
- Coordination skills are behind, example: balancing, dizziness, clumsiness, reaction time

### Step 2: Is emergency treatment needed?

This would include the following scenarios:

- Spine or neck injury or pain
- Behavior patterns change, unable to recognize people/places, less responsive than usual
- Loss of consciousness
- Headaches that worsen
- Seizures
- Very drowsy, cannot be awakened
- Repeated vomiting
- Increasing confusion or irritability
- Weakness, numbness in arms and legs

Step 3: If a possible concussion occurred, but no emergency treatment is needed, what should be done now?

Focus on these areas every 5-10 minutes for the next one to two hours, without returning to any activities:

- Balance, movement
- Speech
- Memory, instructions, and responses
- Attention on topics, details, confusion, ability to concentrate

- State of consciousness
- Mood, behavior, and personality
- Headache or “pressure” in head
- Nausea or vomiting
- Sensitivity to light and noise

Players shall not re-enter competition, training, or partake in any activities for at least 24 hours. Even if there are no signs or symptoms after 15-20 minutes, activity should not be taken by the player

Step 4: A player diagnosed with a possible concussion may return to US Youth Soccer play only after release from a medical doctor or doctor of osteopathy specializing in concussion treatment and management

Step 5: If there is possibility of a concussion, do the following

- Concussion Notification Form should be filled out in duplicate and signed by a team official of the player’s team
- If the player is able to do so, have the player sign and date the form. If the player is not able to sign, note on the player’s signature line “unavailable”.
- If a parent/legal guardian of the player is present, have the parent/legal guardian sign and date the form, and give the parent/legal guardian one of the copies of the completed form. If the parent/legal guardian is not present, then the team official is responsible for notifying the parent/legal guardian as soon as possible by telephone or email and then submitting the form to the parent/legal guardian by email or mail. When the parent/legal guardian is not present, the team official must make a record of how and when the parent/legal guardian was notified. The notification will include a request for the parent/legal guardian to provide confirmation and completion of the Concussion Notification Form whether in writing or electronically.
- The team official must also get the player’s pass from the referee, and attach it to the copy of the form retained by the team.

References:

Kissick MD, James and Karen M. Johnston MD, PhD. “Return to Play After Concussion.” Collegiate Sports Medical Foundation. Volume 15, Number 6, November 2005. <http://www.csmfoundation.org/Kissick> - return to play after concussion – CJSM 2005.pdf. April 22, 2011

National Federation of State High School Associations. “Suggested Guidelines for Management of Concussion in Sports”. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008 77-82. <http://www.nfhs.org>. April 21, 2011.



# **STYSA GENERAL POLICIES**

## **STYSA Policy on 10U Teams**

Players eligible to participate on newly-formed 11U teams participating in a fall season league may begin practicing and participating in tryouts, tournaments, scrimmages and friendly games on May 1 or the day after the end of each Associations' spring season, which ever is later. An existing 10U team may participate in an invitational tournament in an 11U age group in 8-a-side play during spring season play only. 10U teams are not eligible to participate in 11-a-side tournaments in any age groups. Adopted by the STYSA Executive Committee: January 14, 2011

## **Alcohol and Tobacco Product Policy**

It is the policy of South Texas Youth Soccer Association (STYSA) that no alcohol be sold at, brought to or consumed at STYSA-sanctioned league games or tournaments. No tobacco or alternative tobacco products (electronic cigarettes / vaping devices) may be sold at STYSA sanctioned league games or tournaments. The use of tobacco or alternative tobacco products is prohibited at or near the playing fields and is limited to designated smoking areas or to the parking lot(s) of the event facility. It is the responsibility of the organizers of STYSA events to ensure that this policy is strictly adhered to.

Adopted by the STYSA Executive Committee: May 12, 2016

## **Advertising / Sponsorship**

South Texas Youth Soccer Association (STYSA) prohibits solicitation and/or sponsorship by distributors or manufacturers of alcoholic beverages or tobacco products. This includes imprinting the brand names of tobacco products or alcoholic beverages on any player's equipment and/or uniforms.

Adopted by the STYSA Executive Committee: March 11, 2001

## **Player / Team Gear Logo Policy**

At every level of South Texas Youth Soccer Association (STYSA) competitions, each player or team official at a game may only have on his/her/their apparel the name, logo, or other identifying mark of a member directly or indirectly of STYSA or US Youth Soccer

A name, logo, or other identifying mark of any youth soccer organization other than STYSA or US Youth Soccer or its member must be removed, replaced, or covered before a player, team, or team official may participate in a STYSA sanctioned Fall league or Spring Cup competition.

Adopted by the STYSA Executive Committee: January 30, 2014

## **STYSA Policy on Unmanned Aircraft Systems**

### **Section 1. Commitment**

As an organization committed to providing a developmental, healthy, and safe environment, STYSA recognizes that the safety of its youth players is paramount. Therefore, the use of unmanned aircrafts is not permitted at any STYSA events. It is the responsibility of the Competition Authority of STYSA events to ensure that this policy is strictly enforced.

### **Section 2. Definition**

“Unmanned Aircraft Systems” (UAS) an aircraft which is intended to operate and its associated element which are operated with no pilot on board or can fly autonomously based on pre-programmed flight plans or more complex dynamic automation systems.

### **Section 3. Prohibitions**

- (a) The use of non-approved UAS at any event that is sanctioned by STYSA is strictly prohibited.
- (b) The use of UAS at STYSA events may be approved by STYSA
  - (1) for a specified promotional activity at an event, and
  - (2) in a designated area or areas that are away from youth soccer players, spectators and over any field of play or practice.

### **Section 4. Enforcement**

- (a) Any person violating Section 3(a) of this policy shall be immediately removed from the event by the STYSA competition official managing the event.
- (b) If a person is removed from an Event for a violation of this policy, the party may appeal as provided by Section 4, Discipline, Protest, and Grievance Procedures, of the STYSA Administrative Handbook.
- (c) No soccer match will be allowed to start or continue if there is a UAS flown above or in the immediate area of the field. The referee will have full discretion to determine the area surrounding the field.

Adopted by the STYSA Executive Committee: October 23, 2016

## **STYSA Open Carry Policy**

- (a) The open display of any firearm or weapon at any STYSA sanctioned competition, practice, meeting or other event, other than by a licensed law enforcement officer, shall be considered a dangerous condition such as would preclude the safety of participants, officials and spectators.
- (b) No STYSA member association shall permit the start or continuation of any STYSA sanctioned game, practice, meeting or event if a dangerous condition exists under paragraph (a) of this Rule.
- (c) Any designated official of a member association, or in the absence of such, the referee, shall be the sole judge of whether an open display is at the competition, practice, meeting or other event.
- (d) Nothing in this rule shall be construed as limiting the referee's authority to abandon or delay a match.

Adopted by the STYSA Executive Committee: October 23, 2016

## **STYSA Inclement Weather Policy**

This Inclement Weather Policy applies for all STYSA sanctioned activities. This policy is intended to be a minimum requirement; more stringent policies at local organizations or facilities may apply. Monitoring weather conditions is the responsibility of game officials, coaches, tournament directors and club administrators. Everyone should be aware of the potential dangers posed by different weather conditions and work together to keep the players and other participants as safe as possible. It is strongly recommended that clubs purchase weather radios and lightning detectors and have them available for on-site monitoring. Coaches may wish to consider obtaining their own weather radios and lightning detectors.

### **Severe Storms**

Severe storms can produce high winds, heavy rain, hail, lightning, thunder and tornados. If a severe storm approaches the playing area, the safety of the players must be the number one priority for coaches and referees, and may require that the game be suspended while shelter is sought. In the event the game is suspended; all participants must clear the field immediately and seek appropriate shelter.

### **Lightning and Thunder**

Lightning can strike up to 10 miles away from a thunderstorm. The danger from lightning can persist for 30 minutes or more after a thunderstorm has passed. The National Weather Service does not issue watches or warnings for lightning by itself; however, the National Weather Service does advise that if you see a lightning bolt and hear the thunder in 30 seconds or less, you seek shelter immediately and wait 30 minutes before resuming outdoor activity. Should a lightning detector be available, it should be monitored regularly throughout the duration of the event. Activity should be suspended so that the fields can be cleared by the time lightning reaches 10 miles away from the event location. When lightning is observed as detailed above, all soccer activity must be stopped immediately. The fields must be cleared and all participants must seek shelter in a safe place such as a car or building. Keep car windows rolled up and avoid contact with metal and other conducting materials. Avoid open structures, tents, canopies, trees, and other unprotected areas. Soccer activity shall not resume for a minimum of 30 minutes following the last lightning or thunder observed.

# STYSA REGISTRATION RULES AND PROCEDURES

Please refer to the following website for a copy of STYSA Registration Rules and Procedures:  
[www.stxsoccer.org](http://www.stxsoccer.org).

## FORMS LOCATED ON THE STYSA WEBSITE

<p><b><u>Coaching Education</u></b> <a href="#">Hosting a Coaching Course</a></p> <p><b><u>Insurance</u></b> <a href="#">Certificate of Insurance Request Forms &amp; Instructions</a> <a href="#">Insurance Claim Form 2014/2015</a> (English) New <a href="#">Forma de Aseguranza 2014/2015</a> (Espanol)</p> <p><b><u>Concussion Information &amp; Forms</u></b> <a href="#">Concussion Notification Form</a> <a href="#">Concussion Procedure &amp; Protocol</a> <a href="#">Best Practice for Concussion Management</a></p> <p><b><u>Player Forms</u></b> <a href="#">Interstate Permission Form</a> <a href="#">Medical Release Form</a> <a href="#">Player Registration Form - English</a> <a href="#">Player Registration Form - en espanol</a> <a href="#">Transfer/Release Form</a></p> <p><b><u>International Transfer Clearance (ITC)</u></b> <a href="#">Prior to 10 Request Form</a> <a href="#">First Registration Request Form</a> <a href="#">Minor Request Form (11 - 17)</a> <a href="#">ITC Request Form (18 and Older)</a></p> <p><b><u>Travel</u></b> REQUIRED documents when traveling out of South Texas <a href="#">eTravel Process</a> <a href="#">Travel Roster Seasonal year</a> <a href="#">Foreign Travel Forms and Instructions</a></p>	<p><b><u>Tournaments</u></b> <a href="#">Hosting Foreign Teams Process and Packet</a> <a href="#">Hosting a Tournament Packet</a> <a href="#">Post Tournament Report</a></p> <p><b><u>Forms for Club and Association Use Only</u></b> <a href="#">Penalty Point Report</a> <a href="#">Soccer Start Application Packet (3 pages)</a></p> <p><b><u>General Forms</u></b> <a href="#">Confidentiality Agreement</a> <a href="#">Expense Reimbursement Form</a> <a href="#">Publications Order Form</a> <a href="#">Rule Change Form</a> <a href="#">Mailer Email Blast Forms</a> <a href="#">Academy Application</a></p> <p><b><u>STYSA Award Nomination Forms</u></b> <a href="#">Scholar Athlete of the Year - English</a> <a href="#">Scholar Athlete of the Year - en espanol</a> <a href="#">Volunteer Coach of the Year - English</a> <a href="#">Volunteer Coach of the Year - en espanol</a> <a href="#">Volunteer of the Year - English</a> <a href="#">Volunteer of the Year - en espanol</a> <a href="#">Youth Referee of the Year form - English</a> <a href="#">Youth Referee of the Year form - en espanol</a></p> <p><b><u>Transfer/Release Link in GotSoccer</u></b> <a href="#">Eastern District Transfer Form</a> (Player transferring within Eastern District) <a href="#">Western District Transfer Form</a> (Player transferring within Western District) <a href="#">Levels of Play Offered by South Texas</a></p>
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