

# **CAPITOL AREA**

## **YOUTH SOCCER ASSOCIATION**

### **REGISTRATION HANDBOOK**



**SEASONAL YEAR 2018-19**

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# **REGISTRATION POLICIES AND PROCEDURES**

## WHO ARE WE AND WHERE DO YOU STAND?



It is important to understand how the organization is structured because it will determine which action to take with a player wishing to change teams, as described in the Add/Transfer/Release section below. A number of things are different between STYSA and USClubSoccer, ranging from background check processing to ID numbers.

## CONDUCTING REGISTRATION

### **Ways to Publicize Registration.**

The method by which registration is accomplished is at the discretion of the local 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
- Work with your local publications, newspapers, back to school, local Parks and Recreation departments.
- 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

### **Methods of Registration.**

A registration application can either be in paper form or online. Fewer and fewer clubs use paper registration forms however, they are still a valid means of registration.

#### *Player Registration Form.*

- You can either use forms readily available or create your own. A copy of the STYSA registration form is available on the STYSA website at [www.stxsoccer.org](http://www.stxsoccer.org) / Publications / Forms, and you may copy this form in the quantity needed.
- Your club can decide to design a form customized to its own needs, however it **must include** the following information: **name, address, phone number, date of birth, gender, Permission to Play statement/signature, Medical Release statement / signature.**

#### *Online Registration.*

This method is more commonly used than paper forms and presents several advantages, the biggest one that being the parents do the data input for you and you can move straight to team formation and rostering.

**Note:** Whichever method you use, the data will **have to be input into the official online record keeping program, GotSoccer**, prior to submission and/or beginning of play. **The Advanced Version of the GotSoccer Software is available free of charge. It is highly recommended you use this software for online registration if your club does not have a contractual obligation to use something else (Optimist type organizations)**

### **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.

## Verification of Birth Date.

Whatever method you choose, include a reminder to parents to bring or provide a certified copy of the child's birth certificate. It is not mandatory that you keep a copy of the birth certificate. **It is mandatory that someone verify the date of birth by looking at the birth certificate**, and if the copy provided is not readable or seems to be tampered with, the registrar or club officer may request to view the original document. Once the date of birth has been verified for a player, it is acceptable to use the date from a computer printout or computer record in following years; however, you may find it preferable to keep a copy on file. Due to all the privacy concerns over the last few years, it is preferable NOT to scan into the online system (if available). **Even if the player registers through an online registration program, there must be a procedure in place for the parent to provide the registrar an opportunity to view the birth certificate for verification of the birth date.** The birth dates of returning players do not need to be re-verified. Once verified and entered into your player database, there is no need to see the birth certificate again (or other acceptable document) unless there is a question regarding the accuracy of the date.

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

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

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

## Registration Policies and Deadlines.

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

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

**Medical Releases.** With increased use of online registration, paper forms are becoming obsolete. For some, this is a concern since there is no longer a written record of the parent's permission for medical treatment. Some clubs require the parent to print a copy of the registration form and submit it along with payment or the copy of the birth certificate. Others simply require the parents to complete a Medical Release which is provided to the coach. Coaches are encouraged to have in

their possession a Medical Release form signed by the parent that grants them permission to seek medical attention should an injury occur. Keep in mind, however, that a hospital or medical facility is not required to accept a Medical Release, whether or not it is notarized. In the event of a life-threatening injury, treatment must be provided. In other situations, treatment can be denied even with a notarized statement. Notarization can be beneficial but is not required for league play or playoffs, and is no longer required by US Youth Soccer for invitational tournaments. Each tournament makes the determination as to their requirements, and it is the responsibility of the coach and parents to comply with such requirements. A standard Medical Release Form can be found at [stxsoccer.org](http://stxsoccer.org), Administrators, Forms and Documents.

***Late Fees and Refunds.*** Each club should have an established policy posted on the website and in publications that outlines fees for late registration and refund policies. Many clubs do not offer any refund after uniforms and ID cards are issued; others 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. Be mindful that a player that quits after you have paid their administrative fee to CAYSA will not see that fee transferred to another player. CAYSA fees are player specific, not just based on the number of players you enroll in the CAYSA Registration Event.

***Play-ups.*** Each club should have written procedures in place regarding play-ups. Some clubs choose to review each request based on its merits while others establish strict limitations based on the date of birth of the player. It can also be helpful to have parents or guardians complete and sign a play-up form. While the member association or club determines whether or not play-ups will be allowed, the Federation has mandated that specific age groups play in specific formats. This means that an entire team of Under 10 players cannot play Under 11.

## **Closing Registration Dates:**

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

Fall season - Rosters are “frozen”(You may also see the term “named”) as of October 15 for all teams. 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.**

For Spring Competitions, specific dates are set and published on the CAYSA Calendar by which final rosters must be submitted to the CAYSA Office. All rosters are “named” as of the final roster deadline for that specific competition. Players eligible for these teams must be properly registered through the association in order to appear on the final roster prior to the deadline. Players not properly registered prior to the deadline will not be allowed to participate in any given competition.



## **THE WHO, WHEN, WHERE AND HOW OF REGISTRATION**



**All registrars and data entry operators must also sign a confidentiality statement (form found online) and have a current cleared background check. You are the safe keepers of all confidential information, adults' and players' alike.**

### **Players**

- **All players must be registered** for the seasonal year in which they are playing.
- Registration Period is defined as the period of time local associations / clubs can register and roster players as members of CAYSA beginning August 1 and ending July 31 of the following calendar year. Seasonal year is defined as the year beginning September 1 and ending August 31 of the following calendar year.
- Seasonal Year is defined as the year beginning September 1<sup>st</sup> and ending August 31<sup>st</sup> of the following calendar year.
- Player Bound to Team. A player rostered to a team is bound to the team to which he /she is first rostered from August 1 until July 31 unless the player requests and obtains a transfer or release. A team is any team that is in competition for participation in Fall Championships, State Classic League, National League and its conferences, 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 team. (U5 through U8 per CAYSA Division 4 playing Rules)
- Date of Rostering. The date of a player's rostering shall be no earlier than August 1 of the current registration period and is determined by assignment to a team or player's first participating in any competition (excluding tryouts and scrimmages leading to team formation).
- A player is considered registered when: (1) the Club / Association Registrar has in their possession a registration form of the type normally used by that local club / association, (2) the date of birth has been verified, and (3) the appropriate registration fees have been collected.
- A player may register at any time. Although there are five established registration deadlines, individual registrations can be submitted at any time as long as it does not affect the eligibility of the team. Official deadlines for registration periods are:
  - Initial Fall – September 15
  - Final Fall – October 15
  - Spring Cup – As specified for each competition
  - Spring – The last Friday in March (Unless there are 5 Fridays in March in which case it's the 4<sup>th</sup> Friday in March)
  - Guest Player(Registration through CAYSA only)
- 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 October 15. All players must participate in at least two regularly scheduled, regular season games in order to be eligible.
  - Spring Cup – players must be registered and rostered to the team prior to the final roster deadline for the specific competition as indicated on the STYSA Perpetual Calendar.

Although local leagues or associations may hold separate registrations for fall and spring seasons, **players are registered with the state only once per seasonal year.** Once information for a player is submitted to the state, the player is considered registered for the entire registration period and seasonal year. Example: A player is registered with the state in the fall, they are also registered, eligible to play,

and considered rostered to the same team for the spring season. While the local association or club may require the player to register and pay a separate fee for the spring season, no additional fees are paid to the state for them. The player cannot be removed from a competitive roster without a transfer/release form signed by the player/parent.

- A player must register in the state in which they reside with their parent / guardian or attend school.
- Within the state, a player may register with the club or league of their choice.
- A player residing outside the boundaries of South Texas must obtain permission from their state of residence and the state in which they wish to register prior to being allowed to register. (See Out-of-State Permission)
- A player residing outside the United States or born outside the US may need to obtain the appropriate International Clearance and approval by the state in which they wish to register prior to being allowed to register/be rostered/play. (See International Clearance)
- A player from another state wishing to guest play with a South Texas team or a South Texas player wishing to guest play with a team from another state must obtain the appropriate permission from the state with which they are registered and the state with which they wish to play prior to participation. (See Interstate Permission)
- Players 18 and older are not required to have a form signed by the parent nor is a Medical Release required. Exception: USYSNC / President's Cup – For teams advancing to Regional/National Competitions, the medical release must be signed by the parent as they are still considered the responsible party.

## **Adults**

- 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, as well as CDC Concussion training and SafeSport certification.
- All adults identified as the coach, assistant coach, trainer, or managers who perform coaching duties must have or obtain a coaching license within one year of the date the individual begins coaching. Coaches should have at least a minimum of a "G" License (prior to 10/1/99) or an Age Appropriate Module (after 10/1/99). It is the responsibility of the club to verify that each coach fulfills the minimum license requirement.
- 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.

### ***On Line Adult Registration***

The GotSoccer program will be used for adult registration, which includes background checks and CDC Concussion training, and printing of Kidsafe badges, also called Adult Participation Passes or APP. Each club has access and will need to administer background checks for their coaches in GotSoccer.

## TEAM FORMATION AND ROSTERING

### Age Groups

STYSA recognizes the following age groups:

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

**(STYSA 6.0. AGE GROUPS Amended 7/19/15)** Although STYSA adopted to recognize 9U, 7U, 5U and 4U age groups, it is still at a club's discretion whether to form those age group teams. However, two-year age groups are common. An Under-14 division III team may have Under-13 and Under-14 players. The Under-13 players are not considered to be "playing-up".

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

**Exception:** In Division III and Division IV, a medical exception may be granted. If a medical condition exists (substantiated in writing by a licensed physician) that will prohibit or severely hinder a player from playing in his /her own age group, the player may seek special approval from the Member Association to allow the player to participate in a younger age group. All requests will be submitted to and approved by the STYSA Executive Committee **prior to the player's first game**. Any team with a medically exempt player is eligible for **in-house play only**.

**Playing Up:** Allowing a player to participate on an older team is a decision of your local organization. Each club should have in place written guidelines for handling requests to "play-up".

#### *When do Under-10 Players become Eligible for Under-11?*

Each year there are questions regarding whether Under-10 teams are allowed to play up to Under-11 in the Spring. The answer is no. US Youth Soccer mandates that Under-10 teams play small-sided for the entire seasonal year. Realizing that this age group will be moving up to Under-11 the following fall, US Youth Soccer allows each state association to establish the date upon which Under-10 teams may begin preparing for entry into the Under-11 age group.

STYSA has adopted the following policy:

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

### Competition Levels

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

**Super II** – the second highest division, these teams may hold tryouts and select players.

**Division II** – this is the third highest division. Tryouts may be held and players selected for this level of play.

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

**Division IV** – this is a recreational level of play for U10 and younger players. This level has 2 sub-levels:

**Recreational**

This level is open to all players wishing to participate. Teams should be formed in a fair and balanced manner with no selective elimination of players. All U10 and younger teams play small-sided games in accordance with the rules of CAYSA.

**Rec + / Academies**

This is a level of play comprised of Division IV U7 through U10 players. If the teams play within a recreational plus league, they will participate in a recreational academy program (club organized program that uses defined curriculum and qualified staff to teach individual skills in an age appropriate training format). These programs **must** provide additional paperwork to the State office by a set deadline.

STYSA has two Team Formation rules (STYSA Administrative Handbook Rule 3.3 / Team Formation and Rostering and 3.9 / Team Formation Requirements) 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. Please remember Rec Plus teams are not allowed to play against regular Recreational teams during regular season league play.

**Playing Time**

In Division II, Super II, and Division III, coaches must make every effort to play each registered player that is present at least one-half of the game unless unable to do so due to player's illness or injury or for disciplinary reasons. In the event that a player is present but will not be playing, the **coach must inform the referee and the opposing coach** as to the reason that player will not participate. In Division I, there is no minimum playing time for U13 through U19 registered players (U11 and U12 Division I teams have the same 50% playing time requirement as Division III through SII). For Division IV, players must play one-half of each game except for reasons of injury, illness, or discipline.

**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:

**Example of GotSoccer Team Number: 02-04-12-3-B-05-1234**

2 digit District Number	02	=	Western District
2 digit League/Association Number	04	=	CAYSA
2 digit Club Number	26	=	Lockhart
1 digit Level of Play	3	=	Division III (Play Level)
1 digit Team Gender	B	=	Boys (Team Gender)
2 digit Team Age	05	=	'05/Under 14 in Fall 2018(Team Age Group)

4 digit Assigned Number                      1234        =        Unique Assigned Number

### **District Numbers:**

00 = Eastern District  
02 = Western District

### **Levels of Play Code:**

1 = Division I  
S = Super II  
2 = Division II  
3 = Division III  
4 = Division IV (Developmental) all Under-6, Under-8, and Under 10 are level 4  
R = Rec Plus (is also Division 4)

### **GotSoccer 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. Age Groups are designated by Calendar year. In 2018, 05s are Under 14.

## **Rostering Players to Teams**

Once a player is rostered to a team, they are bound to that team for the entire Seasonal Year (August 1 through July 31) unless they request and receive a transfer/release. This does **not** apply to Division 4 and Division 3 players unless they are moving to or from a Division II or up team. A player becomes rostered to a team when they are:

- (1) officially assigned to a team by the league / registrar, or
- (2) if not officially assigned to a team, the first team with which they participate in any competition (excluding tryouts and scrimmages)(i.e. Qualification Tournament which occurs in the previous seasonal year but affects the upcoming year)

CAYSA does not allow multiple rostering nor tournament teams. For example, each year there are problems as the result of a player being rostered to both a Division II and a Division III team. This is a violation of the rules. A player may only be rostered to one team at any time. **No player may play with more than one (1) team on the same day or in the same competition** regardless of the age brackets.

Example: a child is rostered to a U8 Boys Spring 2019 seasonal team with RRSA and also a U10 Boys Spring 2019 seasonal team with GSA. Even though both teams do not play in the same league, it is considered the same seasonal competition per CAYSA rule and therefore is not allowed.

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

## **Team Rosters**

A roster is a form used for listing the players assigned to that team. The roster may be done horizontally or vertically. First and foremost, the roster **must** include key information about the players and the team:

- Player's name
- ID number
- Date of birth
- Team name
- Team code
- Age group in which the team is participating
- Coach's name, address, and telephone number.

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

An **Official Roster must include** all the information above **and your club or association Registrar's signature!**

Teams will need an **Official Roster** for:

- Participation in Fall Season CAYSA Inter/Intra-League Play
- Participation in Fall Championship District or State Tournaments
- Participation in Spring Season CAYSA Inter/Intra-League Play
- Participation in U S Youth Soccer National Championships in the Spring
- Participation in Presidents Cup in the Spring
- Participation in Directors Cup in the Spring
- Participation in South Texas Cup in the Spring
- Participation in CAYSA Cup
- Travel to invitational tournaments.

Coaches/Team Managers may be asked several times during the season for an official roster. It is highly recommended you give your coaches at least two copies of their team's official roster and instruct them to make copies, just in case, however you will have the ability to give access to your coaches/team managers to print their own official roster from the Team login into GotSoccer.

## **Player and Adult Participation Passes/ ID Cards**

Any team playing outside their home league (inter-association league play, invitational tournaments, Fall playoffs, President's Cup, Director's Cup, South Texas Cup or CAYSA Cup) must have a Player or Adult Pass / ID Card. These cards should be generated from the CAYSA GotSoccer Registration event. **No handwritten cards or cards printed from a different system are valid!**

Player Card. Starting with the Fall 2013 season, player cards have been single sided only with 8 cards per page. Cards should be separated and signed by the Club Registrar, photo affixed, and laminated. **The Player Signature is no longer required per USYS Rule!** Only one Player ID Card is required per Seasonal Year. A player may participate as a Guest Player using their regular ID Card. If your association has a Spring season and wishes to reprint cards, that is your choice. There is a process published to get player pictures uploaded into the system so that they print on the card directly. It is highly recommended.

The ID card belongs to the player. Although the coach or team manager generally keeps the cards to insure that they all arrive at the game each week, the card actually belongs to the player and should not be withheld.

Lamination. The card must be laminated of a material through which the information on the card is clearly visible.

Legal Name. The name, date of birth, and ID number on the Player ID Card must be as it 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 Club Registrar is required to sign every card. Before signing cards, it is important to verify that the CAYSA Registrar has you listed as the authorized signatory for your club. A valid card cannot be one signed by any club board member.

**GotSoccer Capabilities:** Every season teams show up to the fields for official league games without their player cards being valid; signatures missing, not laminated, you name it. Using GotSoccer, a team manager can upload pictures for each of the kids instead of having to print/collect them and affix them to the cards(this can also be done by the parents). You as registrar will be able to print the cards with the picture. What this means is you could really hand over a complete set of **valid, finalized player cards** to each team representative before the season even starts, no more excuses! It is in your best interest to come up with a process at your club level to get pictures uploaded. If photos were previously uploaded and need to be updated you must get it done on or before August 15<sup>th</sup>. Past this date, new photos will still be able to be uploaded but you will not be able to replace old pictures with new ones. Also, once official rosters are generated, pictures can no longer be uploaded so make sure you verify each player has a picture uploaded before generating that official roster!

### *Player Pass / ID Card*

All Players rostered to a team playing in an inter-club league should be issued a Player ID Card, **except for U8 and younger, unless the U8 player is participating on a Rec+/Academy team.** The card verifies that the player is properly registered for the seasonal year in which they are participating. Most local leagues playing “in-house” (within their local club only) choose not to issue player cards. This is acceptable as long as the teams are not playing outside their home league.

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

- the individual's name (player or coach)
- the player picture
- the player's verified date of birth
- the team name
- 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 Club Registrar

During the summer 2017 STYSA GBM, Virtual Player Cards were approved as valid Player ID cards. However it is up to the competition to determine which kind of ID is required. CAYSA run competitions still require the use of Physical Player Passes. Although the use of virtual is acceptable, referees can require to see the printed player cards.

### *Adult Participation Pass*

All coaches should be issued the Adult Participation Pass. The adult ID Card and the KidSafe Pass have been incorporated into one card known as the Adult Participation Pass (APP). Team assignment will not be included on the card. Only one card is needed for individuals who coach or volunteer for



more than one team. This card confirms that the adult is properly registered for this seasonal year and has cleared the required background check. Cards should be signed, a recent photo affixed, and the card laminated. Adults should have this card visible at all times when at the soccer fields, especially while on the team sideline. At state sponsored events, no adult will be allowed on the sideline without an Adult Participation Pass.

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

- the individual's name (adult)
- Kidsafe ID number

The **back side must include:**

- the signature of the coach - exactly as entered
- the signature of the Registrar of the Member Association or their designee
- A recent photograph of the adult(if a picture is uploaded into the coach's account, the picture will print on the front of the card. Due to the color of the KidSafe stock, it is recommended to add a picture on the back as well)

### *ID Cards for Summer Tournaments.*

The seasonal year runs from September 1 – August 31; The registration period runs from August 1 – July 31. During the month of August, both 2017/2018 and 2018/2019 player cards are valid to use. A valid roster for the 2017/18 or the 2018/19 season is required. Due to insurance concerns, if a team is going to use the 2017/18 player pass / ID card, the club registrar may have to provide them with a letter certifying the players on this team are registered for the 2018/19 (this holds true for certain tournaments. Please refer to tournament rules). If you have a player registered for 2017/18 and who does not intend to play in 2018/19, you must register him/her as guest player for insurance coverage purposes, if the tournament is a Labor Day Tournament.

### *Valid Cards are mandatory for inter-club League play!!*

Every season, there seems to be some confusion on the sidelines and with referees as to **when or whether valid** (signed, pictured and laminated) **cards are mandatory**. According to State rules, that date is the first date the team plays. There are **no extensions**. **By the first day of seasonal play, rosters and player cards have to be in order**. If rosters or/and player cards are not valid, the referees are being instructed to cancel the game. Your CAYSA VP will determine whether forfeits will be declared and/or fines will be levied. If a child's card is missing, that child may not play until their card is replaced, signed, pictured and laminated.

Rosters **and** Player cards are **REQUIRED** for the first game **no exception**. No Roster and/or Player Cards= Forfeit/fines may be levied against the team missing their paperwork by your CAYSA VP.

## **Assigning Individual ID Numbers**

### *Players*

Each individual Under 11 and Older registered with CAYSA will be assigned a unique ID number generated by the GotSoccer program. The GotSoccer number carries no meaning or reference. This number will remain with the individual from year to year. This prevents duplication of numbers. According to state rules, players who register for the Fall Season are considered registered for the entire Seasonal Year. A player who chooses not to re-register with the local league for the Spring season may not be eligible to participate on a league team; however, they remain eligible to participate as a Guest Player in a tournament for the remainder of the seasonal year. As a result, the ID number of that player cannot be reassigned to another player for the spring.



A player who transfers from one association/club to another will retain their same ID Number. A player who moves in from out-of-state should be assigned a new ID Number by the association through which they are registering.

No ID cards are required for all Recreational Under 5s through Under 8s and any age group playing in-house. Cards are required for Rec+ (including U8s playing Rec+).

### *Adults*

The adults assigned to a team are required to have a KidSafe Pass also known as the Adult Participation Pass. Team assignment is not included on the card, and only one card is needed for individuals who coach or volunteer with more than one team. This card confirms that the adult is properly registered for this seasonal year and has cleared the required background check. The card stock for the KidSafe badges changes color every year. Even if someone's background check is still valid, you must print them a new card every year. This seasonal year's color is **PINK**

## **Add / Transfer / Release**

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

### *Add or New Player*

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

### *Release*

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

A coach or registrar cannot release a player because the coach no longer wants the player on the team or because the player failed to come to practice or games or because the player did not pay his/her trainer fees, nor can the player be moved to a "B" team without the change (transfer) being requested by the player and his/her parent. Payment of the registration fees is required in order for a player to be considered rostered, and training fees are a personal contract between the parent and the club / trainer. Once a player is rostered to a team, a coach, manager or registrar cannot involuntarily release a player unless the situation meets one of the following situations and is properly documented:

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

**Be careful when releasing a player off a team subjected to 50%+1 eligibility rules!!!**

## Transfer

Transfer is the **movement of a player from one team to another** during a Seasonal Year. All paperwork must be complete and in the hands of the Association Registrar prior to the player participating with the team to which he / she is transferring. This paperwork should be forwarded to the CAYSA Office **as soon as possible**. Do **Not** wait until you have all of them! The transfer fee (\$20 per form) shall be paid/included with the appropriate season reconciliation.

## Transfer Limits

Transfers Limits are defined as follows: No U11/U12 Team may have more than **three (3) players** transferred onto the team during a Seasonal Year, and no U13 and older may have more than **five (5) players** transferred onto the team during a Seasonal Year. Players transferring off the team do not count toward this limit. The Transfer form must be signed by the player, parent, and both the Club and Association Registrar of the releasing and receiving organization. There is no requirement for the releasing coach to sign the form. A **player cannot transfer onto a team and/or play with the new team in an official league game until they have been released by their original team**. Any player requesting transfer from one team to another must **attach a summary of his/her Penalty Points** to the Transfer Form when submitting it to the registrar for signature. A player who transfers from one association to another should retain their ID Number for the completion of the Seasonal Year. A player who moves in from out-of-state should be assigned a new ID Number by the association through which they are registering.

- a) **Club to Club** Player Transfer is defined as the movement of a player from a team to which a player was originally 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 maximum transfer limit as defined above.
- b) **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.

## Please note!

Transfers and releases are not required for division 4 players **UNLESS** a division 4 player is going to move to play up to U11 division 2 or higher. The same is true of a U10 player who was playing up in U11 division 2 or higher in the Fall and decides to play back down to age level in the Spring.

**Deadlines.** 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 October 15 and players must participate in two regularly-scheduled regular season games to be eligible for post season play. Rosters are frozen for Cup play by the date established in each competition's Rules of Play. All transfers must be processed in a timely manner in order to comply with the appropriate competition. **The deadline for submission of transfer/release paperwork shall be one week before the roster freezing date for each season.**

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

A copy of the Release / Transfer form can be found in the Admins section of the CAYSA website([www.caysa.org](http://www.caysa.org)) or in the forms section under publications in the left-hand navigation panel on the STYSA website ([www.stxsoccer.org](http://www.stxsoccer.org)).

## Note:

As a Registrar, it is important to understand the difference between **Club** and **Association**. The organization you are performing registrar duties for is a **Club** even if it uses the term "association" in its title. CAYSA is your STYSA Member Association. STYSA is our State Association. When filling in a

**Transfer/Release Form**, you will need to make sure to use the correct spaces for each entity. To that effect, it is usually better to fill in those spaces before handing out the form to the player's parents, who will virtually every time put the club name in the association space. You need to be sure and put down the correct Association as well. A D2 player going to D1 is released from CAYSA and transferred to WDDOA. Filling in the form **incorrectly** dramatically **increases the processing time**.

## The Transfer Release Process

Depending on the type of Transfer Release you need processed, you could have additional forms to fill in in GotSoccer. Regardless of the type of Transfer Release however, you will ALWAYS need to have a properly completed paper Transfer Release form. **Any** movement of a player coming from or going to a team Division 2, Super 2, or Division 1 **must** be accompanied by a duly completed and signed Transfer Release Form.

### *a- Intra-Association Transfer Release Process*

For movement of a player between two teams registered within CAYSA, regardless of which club registered the teams (can be within the same club, can be two different clubs), and for simple release of a player:

A properly completed transfer/release form shall be faxed to CAYSA (512-302-0686) or scanned and emailed to [admin@caysa.org](mailto:admin@caysa.org). The movement of the player will be done by the CAYSA Registrar or the CAYSA admin. If the movement of the player is in-house (two teams, same club), it will be toggled as a "move" so as not to count towards the maximum number of transfers for the team. **Do NOT deactivate players!!!** If you do, it breaks down the process and with additional time spent processing a single transfer, additional fees may be incurred by the club.

### *b. Inter-Association Transfer Release Process*

For movement of a player between two teams registered in two different associations, for example CAYSA and WDDOA, regardless of which club registered the teams (can be within the same club, can be two different clubs):

A properly completed transfer/release form shall be faxed to the releasing association Registrar (CAYSA (512-302-0686) or scanned and emailed to [caysaregistrar@gmail.com](mailto:caysaregistrar@gmail.com), or WDDOA (512-436-8914) or scanned and emailed to [retta@wddoa.org](mailto:retta@wddoa.org) )

The movement of the player will be done by GotSoccer. If the movement of the player is in-house (two teams, same club), it will be toggled as a "move" so as not to count towards the maximum number of transfers for the team. Note: a DOC signature may be required by some associations. It is not required in CAYSA.

In addition to the Form above, a Western District online form must be completed. Both are required for the movement of the player to occur:

### **Western District Form (transfer between Western District Associations)**

The link will be made available as soon as it is created.

### Process Overview

Submitting form:

- 1) Electronic Form initiated (using links above).
- 2) Form login page: select player in drop down then enter player username and password (You will need the player UserName and password to do this. Log in to your club account, click "manage Players", find your player and click on their ID number, click on the account tab). Click Login.
- 3) The first entry on the form will show the player's name that you are requesting a transfer for. If you wish to be notified of the player's transfer once it is complete, you need to change the player's name and email address to your own and change the "submitter" to your status/position. Answer all the questions and click Continue.

4) Click Finish and Submit.

Approving form:

1) Each organization selected in the electronic form will have the ability to approve in their club tab.

The screenshot displays the 'Club - STYSA Test Club C' interface. It includes a navigation bar with tabs like Home, Website, Club, Referees, Registrar, Training, League, and Tournament. The main content area is divided into several sections:

- Player Summary:** A table showing 26 Players on Teams and 50 Total Players, with 24 Unassigned Players. A 'Manage Players' link is provided.
- Current & Upcoming Club Programs:** A table listing programs such as '2012/2013 coach test', 'BYSA Player Registration', 'Tryouts', and '2012/2012 Timberline Tryouts' with their respective dates and player counts.
- Risk Management:** A section for 'South Texas Youth Soccer Association (TXS)' containing contact information (Phone: (512) 272-4553, Fax: (512) 272-5167, Email: tommym@stxsoccer.org) and an address (15209 US Hwy 290 E, Manor, TX 78653). It also states that reports are expired if dated 12/13/2010 or earlier.
- Forms & Requests:** A table listing recent forms, including 'Test Assoc Transfer Form' for JAMES CHAMBERLAIN, with submission dates and approval status.
- Recently Updated Teams (listing up to 10):** A table with columns for Group, Team, Coach, and Players.

a) Click into player name or form name.

b) Click Approve

2) GotSoccer will execute approved transfers Monday thru Friday, each day at 3 pm (CST).

3) Notifications will be sent by GotSoccer that transfer is complete.

## Guest Player Requirements

1) *A player is currently registered through your club and wishes to guest play with another team from your club:* 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 with. This can be accomplished in one way: 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 participating with during a tournament event).

2) *A player is registered with another STYSA Member Association or club but wishes to guest play with a team from your club:* Same as above!

3) *A player who is not registered wishes to be a guest player with a team from your club / association:* The parents must complete the CAYSA Guest Player Registration Form (to be found under Documents on the CAYSA website, [www.caysa.org](http://www.caysa.org)), submit a copy of the player's birth certificate and include the appropriate fee for the Age Group/Division level and send the information into the CAYSA Office. The player will then be issued a Guest Player Card valid for the Seasonal Year that will allow them to participate in Tournaments. The name, ID Number and date of birth can be handwritten on the roster of the team with which they are participating in a tournament event. Guest Player Cards are processed Monday through Thursday. **Do not apply** for a guest pass on Friday expecting to play the following day.

4) *A division 4 player wishes to guest with a U11 and older team for a tournament:* If that division 4 player is playing on a team participating on an in-house league, they will probably not have a player card printed as it is not required. You will need to print them a player card in time for them to be able to get it signed, a picture added and laminated.

*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.

## Out-of-State Permission Requirements

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

### *Interstate Permission*

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

- Interstate Permission. These requests are generally a matter of convenience. In some instances, a player may actually live closer to a league with a different state association than the one in which they reside Example: El Paso to New Mexico; Lufkin to North Texas; Beaumont area to Louisiana or vice versa). In such situations, the player (or their parent) must obtain permission from both the state in which they reside and the state in which they wish to play before the player is eligible to participate.
- Relocation. If a player moves out of the area and wishes to register and roster to a team in the new area of residence, this form can be used to release them from the original state association.
- Guest Player. Often players from one state wish to guest play with a team from another state association. Whether the tournament is within the players' state of residence, the state through which the team is registered, or even a state different than either the player or team's home state, permission is required.

In all of these scenarios, the parent of the player must complete an Interstate Permission form and submit it to the State Office of the state in which the player is registered. This form requires basic information about the player (name, address, date of birth, ID Number) and must be signed by the player's parent or guardian. While the form calls for the signature of the coach, **this is not a requirement of South Texas (but may be required by any other state association)**. The completed form should be submitted to the appropriate State Office for approval. It will then be sent on to the other state for approval. Once signed by both state associations involved, the player is eligible to participate with the other state association. A copy will be provided to the coach or parent upon request of if a fax or email address is provided at the time of submittal. As indicated, these same scenarios are true for players from other state associations. If a player lives in Waco (which is in North Texas) and wishes to play in Temple (which is in South Texas), they would need to complete an Interstate Permission form, submit it to North Texas for approval who would then submit it to South Texas for approval. After permission is granted by both states, the player would be allowed to play in South Texas. Because approval is required from two different State Associations, it is important that parents **allow sufficient time** for the form to be processed by both states. The Interstate Permission form is available on the STYSA website at [www.stxsoccer.org](http://www.stxsoccer.org) under Forms. A copy of the form can be found in the forms section under publications in the left-hand navigation panel on the STYSA website ([www.stxsoccer.org](http://www.stxsoccer.org)).



## International Clearance Requirements

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

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

*Players who are 17 or older* - An International Clearance Waiver Form must be completed and submitted to the State Office. The State Office will forward the International Clearance form to US Soccer. The fact that a player has obtained permission from UIL to play high school soccer has no bearing on this requirement and does not eliminate the need for the paperwork. Players may not register or participate with a local league until the appropriate clearances have been granted. This requirement applies to players who reside in Mexico or players who are here on a temporary basis (such as foreign exchange students) to attend school or reside temporarily. There is no fee for an International Clearance. Once submitted to US Soccer, a request for approval is forwarded to the appropriate country. When an international clearance is requested from a country and no response is received within 30 days, a provisional clearance will be issued on the 31<sup>st</sup> day. If approval is received in the first 30 days, US Soccer will notify the State Office that the player is cleared to register and participate.

*Mexico Players* - South Texas has a unique situation in that our state is bordered by a “foreign country”, Mexico. The procedures indicated above apply to players who reside in Mexico but wish to play on a South Texas team. Copies of the forms can be found in the forms section under publications in the left-hand navigation panel on the STYSA website ([www.stxsoccer.org](http://www.stxsoccer.org)).

## Application For Travel

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

### *e-Travel*

South Texas Youth Soccer has opted to adopt and apply the e-Travel Notification process to all travel within the United States (including Alaska and Hawaii). The whole process is done electronically through the GotSoccer system.

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

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

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

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

#### *Travel Outside the United States (including Mexico)*

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

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

STYSA Fees – as noted above

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

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

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

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

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

## **MAINTENANCE OF REGISTRATION RECORDS**

### **Data Reporting and Maintenance**

The Official Registration Database will be GotSoccer.

What does this mean for you, Club Registrar?

Player / adult data for clubs can be accessed by CAYSA through the GotSoccer program as soon as it is entered in the appropriate Registration Event. The registration event for this upcoming year is called "CAYSA Fall 2018 – Spring 2019 Registration".

Using GotSoccer as a registration program is not mandatory; however, GotSoccer will be the official repository for all CAYSA players, coaches, and team information. It is free to use for online registration and league scheduling.

- All adults must be processed through GotSoccer.
- All rosters, player cards, and KidSafe / Adult Participation Passes will be managed within GotSoccer. Rosters and Player Cards **are required to be printed** from GotSoccer in the current Registration Event. KidSafe Badges/Adult Passes **are required to be printed** from GotSoccer in the Club tab under Coaches.
- **All updates such as transfers or releases must be processed within the GotSoccer system.** Paper documentation of transfers/releases is still required to be submitted to the CAYSA office.

### **Team Formation and Player Assignments**

If your club will be using GotSoccer, you will have very little extra to do once the registration deadlines come along.

If your club is using an alternate program, you will need to understand the process to "upload" your registration into the GotSoccer program. All upload instructions are included in the Advanced Club Manual, The Registrar Manual and/or the South Texas Manual. All manuals are located online at [www.gotsoccer.com](http://www.gotsoccer.com) under the "Contact Us" tab, "Support".

#### **ADULT REGISTRATION**

- ALL adults coaching must register through the GotSoccer program. GotSoccer is the only acceptable source for doing background checks and the printing of all adult ID cards.
- In the GotSoccer system, your coaches have to run their own background checks. It is highly recommended you come up with a process that includes deadlines to get all your coaches kidsafed, including the coaches who do not have internet access. You **should not** ask the background check questions to your coaches over the phone and making the selections for them as this would open your club/association to a tremendous amount of liability!!
- All Adult Participation Passes must be printed from the GotSoccer program. In order for an adult to be eligible, they must have an Adult Participation Pass of the designated color for the current seasonal year.
- If the association or club wishes to enter their adults into the alternate program they're using, it is the responsibility of the registrar to export the adult file from GotSoccer as needed. It is recommended that you only import those that have received an "Approved" status.
- To inform your coaches they need to go run their background checks, click on the "Club" tab, click on "Coaches" in the blue menu bar then filter for "Expired" in the R/M status box. Click on "Apply Filters". Select the coaches you know will be coaching in the upcoming season and click "Email selected". Use the "Personalized" option. Here is an example of text you can send your coaches:



*“Coach, our background check process has changed. At the bottom of this email, you will find your ID, password, and a login link. Please follow the instructions below to process your state required background check so you can coach this year. If you will not be coaching this season, please reply to this email and let me know.*

- *Click on the link below and log in*
- *Click on “Background Check” in the grey menu bar*
- *Click on “Submit New Report”*
- *Follow the prompt, select “I agree” and click submit.*
- *If you get a message to print your card, you can ignore it, I will print your valid badge.”*
- You may also look at your coaches that show N/A as an R/M status. These are typically older coaches who may not be coaching but you may have some that are coming back to coach a younger child and you will find them in that group.
- If a coach is not listed in your account and you need to create them a new account, click on the “Club” tab, click on “Coaches” in the blue menu bar then click on “Create coach profile under the grey menu bar. You will need their full name and an email address. You can program the system to send the message above automatically when you create a new coach profile. Under the “Club” tab, select “Management” in the blue menu bar, and “Customization” in the grey menu bar. Select the “User Notification” tab. It is recommended you use the text above but replace the first sentence with *“Coach, A coach account has just been created on your behalf and a few extra steps are required.”*
- **Badge Printing.** You will be able to print all approved badges in batches from the Coach list under the club tab.
- **Background checks are required for all your user accounts as well, including your own!!** All users with a “User Account” Age group coordinator, board member, registrar, staff, etc... will need to run a background check as well!!
  - Got to [www.gotsoccer.com](http://www.gotsoccer.com), Click on User Login in the upper right corner, Select Organization and Director Login, Log in using your Username and password
  - Click on "Account Info" in the Grey Menu Bar, you need to enter your date of birth and your gender. Do not change your name unless what is listed is NOT your legal name
  - Click "Save"
  - Click on "Background Checks" in the Grey Menu Bar
  - Click "Check Reports"
  - If you get the following message: “No reports matching your information were found in the state organization records. Please contact your state organization or submit a new report.” Click on "Submit New Report"
  - Enter your Driver's license number under State ID#
  - Check your information
  - Answer the questions under "Background Information Disclosure"
  - Select "I Agree"
  - Click "Submit"

#### **PLAYER REGISTRATION**

- For those not using the GotSoccer program: it is the responsibility of the **Club Registrar** to upload into GotSoccer all player registration for their organization. **Do not send upload files to CAYSA or STYSA.** The first, and most important, step in the process is to assure the data is in the required format for importing. Information regarding the file format, data to be included and where to locate information identifying the season and club are attached and can also be found on the pop-up window that appears prior to the uploading of the file.
- All GotSoccer step by step uploading instructions can be found in the online Manual located at [www.gotsoccer.com](http://www.gotsoccer.com), under “Contact US”, “Support”, “Club Manual”. You will also find valuable information in “Registrar Support” and “South Texas Youth Soccer Support Documents”
- For those using the software, you will have far less work to do since all your players and teams will be formed in the program from the get-go instead of having to re-manipulate your data.

## TEAMS

There are two options for forming teams from uploads in GotSoccer.

- The recommended option is to create teams and enter the team code into each player's record in the upload file. This allows the player to be placed on the team's roster during the upload process. Once uploaded, the registrar should verify all players are on the roster and then activate the team.
- The second option for creating teams is accomplished the task *after* the player data is uploaded by accessing the GotSoccer system, creating the teams, and then rostering the players to the appropriate team. After assigning the team administrators, teams are ready to be generated in the current Registration event under the Registrar tab.
- Disadvantage – Uploads are done in the "Club" tab. It is the responsibility of the registrar to assure that all teams are formed within the rules of STYSA in the "Registrar" tab. That is the area that the official rosters and player cards are generated.

For those not using Uploads, most clubs use age group commissioners to form teams. As Registrar, you should be the only one with access to the "Registrar" tab. That is where you will pull your team in and certify each roster for official purposes.

## ID CARDS

- All USYS Adult Participation Passes (KidSafe Cards) must be printed from GotSoccer on the appropriate color card stock for the upcoming seasonal year. (PINK)
- Player cards must be printed from the GotSoccer program from the Registrar tab, in the current CAYSA Registration Event only.

## **ADDITIONAL PROGRAMS AND APPLICATIONS**

### **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. 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.

### **TopSoccer**

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.

It is important, if you have such a program, that you register those players as TopSoccer players. The registration fee is lower and the more players are identified as TopSoccer players, the more USYS will expand the program across the nation and provide materials and support.

### **Application To Host a Tournament or Games**

The CAYSA Office and State Association are 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 CAYSA President.
- Tournament or Games Hosting Agreement – this document must also be signed by the CAYSA 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 Under-6 and Under-8 age divisions. Participation awards may be given, but no scores or results will be kept for these ages.

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

### *Post Tournament Report*

The post tournament report must include:

- The number of teams participating in each age division and competition level
- If a champion is determined, the name of the champion in each age division and competition level
- The number of teams participating from each state association or foreign country
- If “sportsmanship” awards are given, the criteria for the award and the name of the recipient
- The number of fields used for the tournament
- The name of the tournament sponsor, if any

- The name and team name of all players and / or coaches receiving red or yellow cards and details of any other matter involving improper or unsportsmanlike conduct

### *Fines for Late Post Tournament Reports*

Post tournament reports must be filed within 15 days of the conclusion of the tournament. Failure to do so will result in 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

**CAYSA REGISTRATION**

**DEADLINES AND**

**REQUIREMENTS**

## THE IMPORTANCE OF CHECKING YOUR DATA

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

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

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

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

## **REGISTRATION REPORTING AND BILLING**

### **Required Paperwork:**

#### ***GOAL POST INSPECTION REPORT***

The Goal Post Inspection Report must be received in the CAYSA Office **on or before September 17<sup>th</sup>, 2018** with Initial Registration. The purpose of this report is to verify that all goal posts in your area have been checked and determined to be safe. In past years, there have been injuries to participants as a result of sharp or jagged hooks used to hold the nets in place and/or unsecured goalposts. Children in South Texas have died as the result of unsecured goals. In order to protect our most important assets – our children, the Governing Board adopted this procedure of certifying the safety of the goals used by each organization.

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

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

Once verified, have one or more officers of the CAYSA Member Club sign the form and forward it to the CAYSA Office.

#### ***REPORTS AND PAYMENT***

Using the Reconciliation Report to be found under Documents at [www.caysa.org](http://www.caysa.org), enter your number of players by age group and/or division, and attach payment for the amount calculated. Also fill in the League Play Report. This report tells us where all your teams are playing so we may generate allocations for end of season championships. The second worksheet of this document is your League Play report. This will help us determine allocations for CAYSA Championships.

#### ***ADDITIONAL DOCUMENTS***

Per our rules changes voted on and passed at the CAYSA General Board Meeting on June 4<sup>th</sup>, 2014, the following documentation is also required to provide with the Fall Initial Reconciliation:

- **Current list of your club Board members and their contact information**
- **An updated copy of your club's Constitution, By-Laws, and Rules of Play (if any)**
- **Most recent IRS 990 or proof of Nonprofit Status**
- **Proof of Registration for any player not registered with USYS entities in compliance with USSF Policy 212-1 Participation in Affiliated Organizations**

#### ***RECAP:***

By 5pm on the Initial Reconciliation due date outlined in the CAYSA Calendar (see page 32), September 17<sup>th</sup>, you will need to:

- Have your data in order in GotSoccer (Players and Coaches/Volunteers properly rostered, rosters generated).
- Email [caysaregistrar@gmail.com](mailto:caysaregistrar@gmail.com) your Reconciliation Form



- Have your Reconciliation form/League Play Report submitted by mail, or in person
- Have your Goal Post Inspection Report submitted by mail, email or in person for fields your club will be using for games: one report per location but not per field.
- Have your current list of board members and contact information, your club's current Constitution and By-laws, and rules of play if any, your proof of nonprofit status or latest IRS 990, and proof of registration for any player not registered with CAYSA submitted by mail, or in person
- Have your payment **received** by Mail **with a hard copy of the reconciliation reports!**( PO Box 352, Manor, TX 78653) or in person (15317 Highway 290 East, Manor, TX 78653).
- **Important information on your deadlines:** Per CAYSA Rules:
- 3.3.3 A complete registration of players and adults with all fees **must** be submitted by date established by the Executive Committee. Members who fail to meet deadline shall be fined \$100.00 per week plus any additional cost due to late submission. **A delinquent member will automatically be not in good standing**: this means **EVERY club and team activity MUST STOP immediately**. *The deadline shall be prior to the posted STYSA deadline.*

### CAYSA FEES

AGE GROUP / DIVISION	FEES PER PLAYER
Soccer Start / TopSoccer	\$12.25
Division 4	\$12.50
Youth Academy	\$13.50
Division 3	\$26.50
Division 3 In-House	\$21.50
Division 2	\$33.00
Super 2 In-House	\$28.00
Division 1	\$50.00

## End of Season Championships Additional Paperwork:

### ***PENALTY POINT REPORT***

This is an area that will probably not be within the Registrar's area of responsibility; however, you may receive questions about it. So that you are able to answer their questions, following is some general information on this topic.

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

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

A copy of the Penalty Point Report can be found in the forms section under publications in the left-hand navigation panel on the STYSA website ([www.stxsoccer.org](http://www.stxsoccer.org)).

The report must include the following information:

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

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

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

### **CAYSA 2018/2019 Seasonal Year CALENDAR**

Date	Location	Event	Paperwork
August 9 <sup>th</sup>	Online	CAYSA Leagues Team Registration deadlines	
September 3 <sup>rd</sup>		Labor Day	
September 8 <sup>th</sup>		Game Play begins for Fall 2014 season	
September 17 <sup>th</sup>	CAYSA Office in Manor	Initial Registration Due	Goal Inspection Report, Player Reconciliation Form, Payment, Board member list, Constitution and By-Laws, Proof of nonprofit or IRS 990, Proof of registration for non CAYSA registered players
September 17 <sup>th</sup>	Email to <a href="mailto:caysaregistrar@gmail.com">caysaregistrar@gmail.com</a>	Initial Registration Due	Initial Player Reconciliation Form
September 17 <sup>th</sup>	GotSoccer	All current data must be complete for USYS Registered teams	none
October 15 <sup>th</sup>	CAYSA Office in Manor	Final Registration Due	Payment for any Adds and Transfers, Additional Data Export file for new players and changes only
October 15 <sup>th</sup>	Email to <a href="mailto:caysaregistrar@gmail.com">caysaregistrar@gmail.com</a>	Final Registration Due	Final Player Reconciliation Form
October 15 <sup>th</sup>	Online	CAYSA ROSTER FREEZE	

<b>TBD</b>	Online	Director's Cup, President's Cup and National Cup Entry Deadline	
<b>TBD</b>	Online	CAYSA Roster Freeze for Director's and President's Cups	
<b>TBD</b>	Online	STYSA Roster Freeze for Director's, President's and National Cup.	
<b>March 15<sup>th</sup></b>	CAYSA Office in Manor	Deadline for submission of Transfer/Release paperwork	Paperwork
<b>March 22<sup>nd</sup></b>	CAYSA Office in Manor	Registration Due, Roster Freeze South Texas Cup and Division 4	Reconciliation report, Goal inspection report for new fields, Payment
<b>March 22<sup>nd</sup></b>	Email to <a href="mailto:caysaregistrar@gmail.com">caysaregistrar@gmail.com</a>		Spring Reconciliation report

## Appendices - Sample Forms

The following may be downloaded from [www.caysa.org](http://www.caysa.org) under Documents

- Perpetual Calendar
- Penalty Point Form
- Guest Player Registration Form
- CAYSA Handbook (Constitution/By-Laws/Rules)
- Goal Post Inspection Form

The following may be downloaded from [www.caysa.org](http://www.caysa.org) under Resources/Admins

- Roster Size and Age Chart
- Registrar Deadline Checklist
- Current Registrar Manual
- Practical Manual (How to use GotSoccer to serve your CAYSA Club)
- Reconciliation Forms
- Tiered Fee Structure
- Goal Inspection Report and Instructions
- Transfer-Release Form and Instructions
- Interstate Permission Forms
- FIFA Laws of the Game

Additional Forms and Resources can be found and may be downloaded from [www.stxsoccer.org](http://www.stxsoccer.org) under Administrators/Forms and Documents

# **CAYSA REGISTRARS**

**2018-2019**

## **QUICK REFERENCE CHARTS**

## AGE ELIGIBILITY CHART

Born	2017-18	2018-19	2019-2020
1999	Under-19		
2000	Under-18	<b>Under-19</b>	
2001	Under-17	<b>Under-18</b>	Under-19
2002	Under-16	<b>Under-17</b>	Under-18
2003	Under-15	<b>Under-16</b>	Under-17
2004	Under-14	<b>Under-15</b>	Under-16
2005	Under-13	<b>Under-14</b>	Under-15
2006	Under-12	<b>Under-13</b>	Under-14
2007	Under-11	<b>Under-12</b>	Under-13
2008	Under-10	<b>Under-11</b>	Under-12
2009	Under-9	<b>Under-10</b>	Under-11
2010	Under-8	<b>Under-9</b>	Under-10
2011	Under-7	<b>Under-8</b>	Under-9
2012	Under-6	<b>Under-7</b>	Under-8
2013	Under-5	<b>Under-6</b>	Under-7
2014		<b>Under-5</b>	Under-6
2015			Under-5

## TEAM SIZES AND FORMATS

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

Age Group	Max Roster	Format	Division	Notes
<b>U16-U19</b>	<b>22</b>	<b>11-aside</b>	<b>1, S2, 2, 3</b>	<b>18 in uniform at any game</b>
<b>U13-U15</b>	<b>18</b>	<b>11-aside</b>	<b>1, S2, 2, 3</b>	
<b>U11-U12</b>	<b>16</b>	<b>Small-sided 9v9</b>	<b>1, S2, 2, 3</b>	
<b>U09-U10</b>	<b>12</b>	<b>Small sided 7v7</b>	<b>4, Academy</b>	
<b>U07-U08</b>	<b>8</b>	<b>Small sided 4v4</b>	<b>4, Academy</b>	
<b>U06 and below</b>	<b>8</b>	<b>Small sided 4v4</b>	<b>4</b>	<b>This is a maximum. Can play 3v3</b>

Useful Team Codes			
Age Group	Division	Play Level Code	GotSoccer Gender Codes
Under 5 – 10	IV	4	Boys and Coed: B Girls: G
Under 7-10 Rec +	IV	R	
Under 11 – 19	III	3	
	II	2	
	S2	S	
	I	1	

GotSoccer Generated Team Number For: Division 3, Division 2, Super 2, and Division 1														
District #		League #		Club #		Play Level	Gender		Age Group		Team Number			
0	2	0	4	1	2	3	B		0	5	1	2	3	4
<b>Example:</b> The team above is a Division 3 Under 14 Boys team from the Western District of STYSA, Capitol Area Association 04, Club 12. Each team in the age group should be assigned a unique number.														

2016 CAYSA MEMBER CLUBS and Codes															
Club Code		Club Name													
43		ATX Youth Academy													
53		Austin PAL													
88		Austin Texans													
15		Bastrop (BYSO)													
36		Centex Storm													
30		Dripping Springs YSA													
38		Dundee Juniors of Central Texas													
40		East Austin													
18		Elgin													
7		Exodus													
92		Forza Sports Academy													
93		Galaxy Soccer Club													
3		Georgetown (GSA)													
17		Granite Country (GCYSA)													
5		Hays Youth Soccer Association													
13		Hill Country Association of Sports and Fitness													
46		Hutto													
63		Lake Travis Youth													
33		Lampasas													
35		Leander (LYSA)													
20		Lee County													
Club Code		Club Name													
42		Liberty Hill													
69		Liverpool FC-CTX													
26		Lockhart													
41		Lonestar SC													
12		LSC Rec													
66		Millennium Soccer Kids (MSK)													
14		North Austin (NASA)													
90		One World Soccer													
22		Pflugerville (PAYSL)													
23		River City Rangers													
4		Round Rock (RRSA)													
2		Round Rock Crossfire													
45		Salado													
67		San Marcos AYS													
91		South Austin Republic													
60		Sting Austin													
61		Titans FC													
1		Town & Country Optimist													
49		Tri-County													
34		Wells Branch													
8		Westlake													