

THINGS TO REMEMBER AS A STYSA REGISTRAR



- **PLAYERS, ROSTERS AND ID CARDS.** Coach or team manager needs to check ID cards and roster before first game and after each player addition/change. Players should be registered before beginning any activity on the field. Their player account should be verified and approved in GotSoccer. Any corrections need to be taken care of prior to that event's published deadline. Check for misspellings, nicknames, wrong birth dates, etc.
- Player ID Card (printed and virtual) must be generated in the STYSA official registration system, signed by the registrar or his/her designee and include a recent photograph of registrant. (Rule 3.2.9) Paper cards must be properly laminated. Player or adult signatures are no longer required. Acceptable proofs of age for players are found in Rule 3.2.8. Photo on the virtual and printed cards should meet passport ID requirements, e.g., no glasses, hats, full face view, recently taken photo, etc. Best practice, the player ID card belongs to the player and should be provided to him/her when requested.
- Adult Cards. Adult requirements (background checks and Safe Sport training) are due annually on June 1. All adult cards are printed in GotSoccer; all background checks are processed through GotSoccer. Adults should always visibly wear printed adult (KidSafe) ID while at all South Texas events. There is no option for adult virtual cards.

COMMUNICATIONS AND DEADLINES.

- Find out what the chain of communication is for your club/association and contact appropriate person to ask questions and discuss concerns.
- Set deadlines ahead of time that will work with association and state deadlines for registration (begin/end), cups, transfers, etc.
- Clubs need to publish and post policies on refunds, late registrations, play- ups, etc. on the club websites.

REGISTRATION.

Eligible Player:

- Players cannot be registered more than once per seasonal year. (Rule 3.8)
- Players are registered when (1) registrar has in their possession a registration form of the type used by that STYSA member or information submitted electronically online, (2) required fees have been received, (3) date of birth (players) verified, and (4) player's (if a minor) parent or guardian has given permission either by signing the form or indicating permission electronically and if 18 or older, has completed annual SafeSport training. (Rule 3.2.7.1).

Eligible Adult:

- Adult registration includes but not limited to coaches, assistant coaches, trainers, managers, administrators, anyone associated with the program that has contact with players.
- Adults are registered when (1) registrar has in their possession a registration form of the type used by that STYSA member or information submitted electronically online, (2) required fees have been received, STYSA background check has been completed and approved, concussion module training has been successfully completed, and basic SafeSport training and any subsequent annual courses have been successfully completed (Rule 3.2.7.2)

Timelines

- Registration period August 1 – July 31 (Rule 3.1.23)
- Seasonal Year September 1 – August 31 (Rule 3.1.26)
- Age Group Formation Format – August 1 – July 31 (used to determine a player's age for registration)
- Adult Registration Requirements (SafeSport and Background Checks) – due June 1
- School Age Format – August 1 – July 31

PLAY-UPS. There are no STYSA rules regarding play-ups. Clubs and associations may have rules and policies in place for play-ups.

PLAY-DOWNS. No player may play in a lower or younger age division. Medical exemption is available to players in Divisions III and IV. Request must be substantiated in writing by a license physician with no family relationship to the player. Also, provide a copy of the player's birth certificate and information on the teams (to and from). Request will be considered by STYSA Executive Committee. (Rules 6.1.0b). Associations and clubs cannot make these decisions.

TEAM FORMATION. (Rule 3.9) and **ACADEMY PROGRAMS** (Rule 3.11)

- Use fair and unbiased process to assign and roster players to Division III and Division IV recreational teams.
- Check appropriate age and play levels of players and be aware of limitation of roster sizes for different age and play levels. (Refer to age and roster matrix).
- Players eligible to participate on newly-formed Under-11 teams participating in a fall season league may begin practicing and participating in tryouts, tournaments, scrimmages and friendly games on May 1 or the day after the end of each Associations' spring season, whichever is later.
- An existing Under-10 team may participate in an invitational tournament in an Under-11 age group in 8-a-side play during spring season play only.

- Under-10 teams are not eligible to participate in 11-a-side tournaments in any age groups. (STYSA General Policy - adopted by the STYSA Executive Committee: January 14, 2011.)
- For 10U and younger teams, a tournament team may not be formed or created until May 1 of the seasonal year (Rule 3.10).
- Academy Programs and Players (Rule 3.11). Associations may have both a youth academy program and recreational program.

CLUB PASS AND MULTIPLE TEAMS.

- Player can be rostered to only one primary team or academy program at any time during the seasonal year (Rule 3.7.a). Player registered (duplicate players) with more than one team can jeopardize eligibility.
- When a player is rostered to multiple teams (primary and tournament teams), the player cannot play with more than one team in the same competition without utilizing the Club Player Pass. (Rule 3.7.d).
- Club Player Pass System is for Recreational Plus, Division III, Division II, Super 2, and Division I level of play and is designed to maximize player development (no club player pass for Division IV players). (Rule 3.8)
- Player can be rostered to multiple tournament teams.
- Primary team means any team playing in competition for STYSA fall championships, USYSNC championships, President's Cup, Director's Cup, or South Texas Cup (3.1.15)

TRANSFERS (Rule 3.12)

- Any player rostered to a primary team or academy program is bound to the team to which he/she is first rostered from August 1 through July 31 unless the player requests and obtains a transfer or release. (Rule 3.5)
- Definition of a Transfer (Rule 3.1.10).
 - a. Club to Club (Association to Association) Player Transfer is defined as the movement of a player from a team to which the player was initially rostered in the current seasonal year to a team in a different Club. Club to Club player transfers meet the definition of previously rostered player and will count toward the receiving team's maximum transfer limit.
 - 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.
- Maximum **five transfers** per year on teams participating in STYSA Fall Championships or Director's Cup during the seasonal year. (Rule 3.12.1)
- Maximum **three transfers** per year on **small sided teams** (11/12U) during the seasonal year. (Rule 3.12.1)
- For USYSNC and USYS Presidents Cup, STYSA adopts the USYS South Region rules pertaining to rostering for National Championship Series (NCS) and Presidents Cup (Rule 3.12.2)
- To be eligible to participating USYSNC, Presidents Cup and Director's Cup, previously rostered players must be transferred to the team by the final roster deadline date in accordance with the Perpetual Calendar. (Rule 3.12.5)
- To be eligible for fall championship play, player must play in two regular scheduled, regular season games (Rule 3.12.4)
- Releasing coach does not have to sign paperwork. No reason required to transfer or release a player.
- Best practice is to require and retain the STYSA Transfer/Release Form for documentation. Information must be complete on the paper form (team numbers, parent and player signature, dates, etc.) and must be submitted in timely manner to get player rostered. Information must also be entered online in GotSoccer. **To submit an online form:** Sign into club then go to affiliations and select South Texas Youth Soccer Association then 2026/27 STYSA Transfer form. Complete the form as you would the paper form. There has been no change in the workflow: player, parent or team initiates -> to releasing organization: club registrar then association registrar for release -> to receiving organization: club registrar then association registrar for transfer. GotSoccer will automatically affix "T" to roster. If opted in, an email acknowledgement will be sent to principal registrars.
- **To approve an online form:** MUST BE APPROVED BY RELEASING CLUB, RELEASING ASSOCIATION, RECEIVING CLUB, RECEIVING ASSOCIATION AND THE STATE. Go to Club Management -> Forms and Requests -> click in form box and select 2026/27 STYSA Transfer Form and search. When the list comes up, click on the ID. The transfer will come up and you click green (approve), red (disapprove), yellow (pending). This has to be done by clubs AND associations.

RELEASES (Rule 3.6)

- Player may request a release any time
- 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; and (3) the player is injured too severely to play.
- Abandonment Option. If a club would like the state registrar to consider if a player has abandoned the team, a completed release form accompanied by detailed documentation of attempts to reach the player must be submitted to the state office. Each request will be reviewed by the state registrar who will decide whether the player has voluntarily abandoned the team. Player cannot be removed until a final decision is made. Request must be made in a timely manner.
- If a released player decides to return to his original team or any other primary team within a seasonal year, it is considered a transfer.