

**CAPITOL AREA YOUTH SOCCER ASSOCIATION
Administrative Handbook**



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Constitution

(Section 1)

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By-Laws

(Section 2)

Last Amended: July 17, 2008

Registration Rules & Procedures

(Section 3)

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Discipline, Protest, & Grievance Procedures

(Section 4)

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Post Season Tournaments

(Section 5)

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Rules of Play

(Section 6)

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CAYSA Division IV Rules

(Section 7)

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SECTION 1

CAYSA CONSTITUTION

Last Amended: July 17, 2008

ARTICLE I. NAME

- 1.1 The name of this organization shall be the **Capitol Area Youth Soccer Association**, a Texas non-profit corporation, hereinafter referred to as "**CAYSA**".

ARTICLE II. PURPOSE

- 1.2 The purpose of CAYSA is to provide the opportunity for all who wish to participate in youth soccer activities within CAYSA's territory. CAYSA shall teach good sportsmanship, educate youth participants and adult sponsors in the fundamentals of the game of soccer, promote the game of soccer through sponsorship of regularly scheduled soccer competition, and conduct such other educational activities as shall be deemed appropriate to the promotion of youth soccer.

ARTICLE III. AFFILIATION

- 1.3 CAYSA and its member organizations shall affiliate and comply with the authority of the United States Soccer Federation and its affiliated youth programs

ARTICLE IV. SEASONAL AND FISCAL YEAR

- 1.4 The "Seasonal Year" of CAYSA shall be August 1 through July 31. The "Fiscal Year" of CAYSA shall be September 1 through August 31.

ARTICLE V. TERRITORY

- 1.5 CAYSA shall have jurisdiction over all members that reside within the Capitol area. This includes the following Texas counties: Travis, Williamson, Bastrop, Bell, Blanco, Burnet, Caldwell, Coryell, Hays, Lampasas, and Lee.

ARTICLE VI. MEMBERSHIP

- 1.6 Membership in CAYSA shall consist of properly constituted and approved youth soccer associations, clubs and leagues, hereafter known as "member organizations" and their duly registered players, the players' parents and/or guardians, coaches, board members and supporters within CAYSA's defined territory. Each member association, club or league shall retain its own autonomy; however, each will adhere to the Constitution and Bylaws of CAYSA pertaining to all matters within CAYSA's jurisdiction. CAYSA with the approval of its member organizations shall admit as members, applicant organizations, associations, clubs or leagues within its jurisdiction and provide such applicants with management assistance when requested. However, any applicant with less than (6) member teams shall not be granted separate membership but may become a non-voting, CAYSA associate member whose representatives may participate in all discussions.
- 1.7 **Application for Membership.** An organization seeking membership in CAYSA must file a written application requesting membership which must be accompanied by a current copy of the applicant's Constitution, Bylaws and Rules (if there are any Rules). Each applying association, club or league shall be furnished a copy of the Constitution, Bylaws and Rules of CAYSA and a copy of the Constitution and Bylaws of the USSF. Application for membership to CAYSA must be accompanied by the current annual fees which shall be returned if the applicant is denied membership. The completed application will be referred to the CAYSA Executive Committee to determine the need for an association in the area to be serviced. Once the determination has been made the request will be presented at a Governing Board meeting along with the recommendation of the Executive Committee. The application will be discussed at the Governing Board meeting. Each member association can request a copy of the application and

accompanying documentation. The application will be voted on at the next Governing Board meeting. With the notice of the meeting in which membership is to be considered, the CAYSA Secretary or his/her designate shall include in the agenda the name of the Club requesting membership.

- 1.8 **Complaint against a Member.** Any member organization or member may file a written complaint against a member organization or member. Complaints should be directed to the CAYSA office, Attn: Executive VP, requesting an investigation, review, and/or disciplinary action or other action by the CAYSA Executive Committee for any violation of the CAYSA Constitution, Bylaws or Rules. The CAYSA Executive Committee may refer the matter to the Discipline and Protest Committee for review and action.
- 1.9 **Resignation.** Any member organization may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member organization of the obligation of paying any and all dues, fees, assessments or other charges due and unpaid.
- 1.10 **Reinstatement.** Upon written request submitted by an organization that has fallen out of good standing, been removed, or resigned, with up-to-date copies of its Constitution, Bylaws and Rules (if there are any Rules) and filed with the Secretary or his/her designate, the Governing Board may, by a simple majority vote of the members in attendance at a duly constituted meeting, reinstate such former member to the membership on such terms as the Governing Board may deem appropriate.
- 1.11 **Transfer of Membership.** Membership in CAYSA shall not be transferable or assignable.

ARTICLE VII. GOVERNING BOARD

- 1.12 CAYSA shall be governed by its Governing Board composed of one representative and an alternate designated in writing to the CAYSA Secretary by each member organization. The duties and responsibilities of the Board shall be to:
 - 1.12.1 interprets and enforces the CAYSA Constitution, Bylaws, Rules and decisions of the Governing Board;
 - 1.12.2 establish all CAYSA fees and charges;
 - 1.12.3 establish and administer all CAYSA Rules;
 - 1.12.4 resolve all disputes, protests and appeals there from, except as provided otherwise in these Bylaws or in the CAYSA Constitution or Rules or when CAYSA's authority to do so is superseded by USSF.
 - 1.12.4 establish and coordinate or approve all inter-association play and tournaments;
 - 1.12.5 adopt a budget and approve all expenditures not budgeted; and
 - 1.12.6 carry out all other duties and responsibilities as specified in this Constitution, the Bylaws and Rules of CAYSA.

ARTICLE VIII. OFFICERS

- 1.13 **Positions.** The members of the Governing Board shall elect the following officers of CAYSA:
 - 1.13.1 President **
 - 1.13.2 Executive Vice-President
 - 1.13.3 Secretary
 - 1.13.4 Treasurer **
 - 1.13.5 Recreational Registrar
 - 1.13.6 Select Registrar
 - 1.13.7 Vice President of Facilities **
 - 1.13.8 Vice-Presidents of Players:
 - 1.13.8.1 Soccer Start and Top Soccer **
 - 1.13.8.2 Division I and Super II
 - 1.13.8.3 Division II & III Senior Boys (U15-U19)
 - 1.13.8.4 Division II Junior Boys (U11-U14) **
 - 1.13.8.5 Division II Girls **
 - 1.13.8.6 Division III Junior Boys
 - 1.13.8.7 Division III Girls
 - 1.13.8.8 Division IV Girls and Boys **
 - 1.13.8.9 Rec-Plus/Academy

The above officers shall constitute the CAYSA Executive Committee.

- 1.14 **Qualifications & Term.** The officers shall be elected for a two year term beginning July 1 and ending June 30 two years later. They may succeed themselves in office. The ** officers shall be elected during even numbered years and the remaining officers shall be elected in odd numbered years.
- 1.15 **Attendance.** Any CAYSA officer who is absent two (2) consecutive Governing Board meetings without reasonable excuse may have his/her position declared vacant by the Governing Board with a simple majority vote. Declaring an officer's position vacant shall not be considered as "Removal" under this Constitution or the CAYSA Bylaws.
- 1.16 **Vacancy.** In the event any office becomes vacant, a successor shall be elected by a simple majority vote of the Governing Board in attendance at any duly constituted meeting.
- 1.17 **Removal.** Except for a vacancy for non-attendance, a two thirds (2/3) majority vote of the Governing Board in attendance at any duly constituted meeting shall be required to remove any officer.

ARTICLE IX. MEETINGS

- 1.18 **Regular Meetings.** The regular meetings of CAYSA shall be held approximately within two (2) weeks after the USSF affiliate meetings. The following regular meetings are required each year unless waived by the Governing Board.
 - 1.18.1 January - Plan for Spring Tournament
 - 1.18.2 March - Set Budget and Elect Officers
 - 1.18.3 May/June - Plan for Fall Season and August Tournament
 - 1.18.4 July/August - Plan for the Fall CAYSA Championships and Install Officers
 - 1.18.5 September - Plan for the Spring Season and President's Annual Report
 - 1.18.6 October/November - General Business meeting and Preliminary Budget
- 1.19 **Special Meetings.** Special meetings may be called by written request to the CAYSA Secretary **or his/her designee** by the President or one third (1/3) [rounded upward] of the Governing Board.
- 1.20 **Place of Meetings.** The CAYSA President may designate any place within the boundaries of CAYSA, as the place for any regular or special meeting.
- 1.21 **Order of Business.** The order of business shall be as follows:
 - 1.21.1 Roll call and vote accreditation.
 - 1.21.2 Requests for Reinstatement
 - 1.21.3 Reading of Minutes of last meeting
 - 1.21.4 Unfinished business.
 - 1.21.5 Reports, if any, of chairpersons of standing committees
 - 1.21.6 Report of officers.
 - 1.21.7 Election of officers (**March meeting**).
 - 1.21.8 Amendments, if any, of Constitution, By-Laws or Rules.
 - 1.21.9 Removals
 - 1.21.10 New business
 - 1.21.11 For the good of the game
 - 1.21.12 Adjournment
- 1.22 **Modification.** The President may modify the order of presentation of any meeting's business to accommodate guests, Governing Board members or to bring about the efficient handling of matters to be presented. All meetings of CAYSA shall be conducted in accordance with *Robert's Rules of Order*, latest edition.
- 1.23 **Attendance.** Any member organization which is absent two (2) Governing Board meetings, in a season, without reasonable excuse may have its representative's and alternate's positions declared vacant by the Governing Board with a simple majority vote of those in attendance at any duly constituted meeting. Declaring a member organization's position vacant shall not be considered as "Removal" under this Constitution or the CAYSA Bylaws. A member organization that has had their representative and alternate removed is not eligible to represent CAYSA in any championship tournaments.
- 1.24 **Quorum.** A majority of the total membership in good standing which comprises a board, committee or other group as of the date of any meeting (Governing Board, committee or otherwise) shall constitute a quorum at all meetings.

- 1.25 **Good Standing.** A member shall be considered in good standing if it:
- 1.25.1 Has registered at least six teams by the initial fall registration date
 - 1.25.2 is current in payment of fees or fines
 - 1.25.3 Meets the attendance requirements of Article IX, Section 1.23 of the CAYSA Constitution and
 - 1.25.4 Complies with the authority of CAYSA

Failure to meet any of the above shall cause automatic suspension of voting rights. No club, team or individual registered with a member not in good standing for failure to comply with 1.26.2, 1.26.3 or 1.26.4 may participate in any CAYSA sponsored competition. Any member found not in Good Standing may request reinstatement with proof of compliance. Reinstatement shall be the second agenda item of any duly called meeting.

- 1.26 **Removal.** Any member may be removed by two-thirds (2/3) majority vote of those in attendance at a duly called meeting if they meet any of the following criteria:
- 1.26.1 Fails to register any players and teams by the initial fall registration date
 - 1.26.2 Remains not in good standing for twelve months
 - 1.26.3 No longer meets the articles of their Constitution and /or Bylaws
 - 1.26.4 Announced publicly that it has merged into another member organization
 - 1.26.5 Fails to comply with the authority of CAYSA

The registration club code(s) of any member so removed shall be immediately invalid and remain so until reinstatement. Any member so removed may request reinstatement with proof of compliance. Reinstatements shall be the second agenda item of any duly constituted meeting.

ARTICLE X. AMENDMENTS

- 1.27 Any proposals or motions to amend this Constitution must be made in writing to the Secretary or his/her designate for distribution to CAYSA Governing Board members. Notice shall be thirty (30) days prior to the meeting to amend this Constitution and include proposed amendments along with time, date and place of meeting. Amendments to this Constitution may be approved at any duly constituted meeting by a two-thirds (2/3) majority vote of Governing Board members in good standing in attendance.

ARTICLE XI. NOTICE

- 1.28 Notice in this Constitution shall have been accomplished when the CAYSA Secretary or his/her designate notifies the Governing Board members. Notice, unless specifically stated otherwise, shall be required ten (10) days prior to all meetings and thirty (30) days prior to a meeting to amend this Constitution. Said notification may be by U.S. Postal Service, facsimile transmission, electronic mail, courier service, or other commonly accepted means.

ARTICLE XII. DISSOLUTION

- 1.29 In the event that CAYSA ceases to function or dissolves and after paying or making the provision for payment of all just liabilities, the Governing Board shall transfer all of the net assets to any successor organization which has similar purposes as specified in this Constitution; provided however, such successor organization qualifies under Section 501 (c) (3) of the Internal Revenue Code (or any corresponding provision). Should no successor organization exist, then the Governing Board may distribute the net assets to any youth organization it designates so long as the organization qualifies under Section 501 (c)(3).

SECTION 2

CAYSA BYLAWS

Last Amended: July 17, 2008

ARTICLE I. OFFICES

- 2.1 **Principal Office.** The principal office of CAYSA shall be in the State of Texas and within the boundaries of CAYSA. The CAYSA President may designate other offices as may be required from time to time.
- 2.2 **Registered Office.** CAYSA shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office, and the address of the registered office may be changed from time to time. The registered agent shall be the CAYSA President unless the President appoints a designate to be registered agent in his/her place.

ARTICLE II. MEMBERSHIP

- 2.3 All criteria for membership in CAYSA are defined in the CAYSA constitution.

ARTICLE III. VOTING

- 2.4 **Voting.** Except for discipline, appeal and Executive Committee meetings where each member organization or member, in the case of the Executive Committee, shall have one vote, each organization shall have voting powers according to the number of paid registrations as provided by the Registrar to the Secretary from the Fall registration according to the final CAYSA registration deadline as established by the Executive Committee, as follows:

200	or	less	registrations	1 vote
201	to	400	registrations	2 votes
401	to	600	registrations	3 votes
601	to	800	registrations	4 votes
801	to	1000	registrations	5 votes
1001	to	1200	registrations	6 votes
1201	to	1400	registrations	7 votes
1401	and	above	registrations	8 votes

- 2.4.1 Voting powers shall remain the same until the final spring registration date regardless of whether or not registration changes or the member organization does not have a spring soccer season. The representative or alternate shall cast all votes for the member organization, unless there is a valid proxy. A simple majority of the votes on any issue at any meeting shall decide all questions, except those involving amendments to the Constitution or Bylaws or to remove an officer or a member organization. No officer of CAYSA shall cast votes for a member organization, unless such officer is the valid proxy of such organization.
- 2.5 **Good Standing.** To vote, a member must be in good standing.
- 2.6 **Proxy.** To be valid, a proxy must be in writing, signed and dated by the chief executive officer and one additional officer of the member organization. It must be presented to the CAYSA Secretary prior to the meeting at which it will be utilized. The proxy must designate the individual appointed to vote for the organization and must designate the powers of the proxy holder. It shall be viable only for the meeting immediately after the date of the proxy. A proxy may not be cast by nor for a member organization which is not in good standing. Votes cast by proxy do not fulfill the requirements for attendance by a member organization as required in the CAYSA Constitution.

ARTICLE IV. OFFICERS

- 2.7 **General Provisions.** All officers of CAYSA shall carry out the decisions of the Governing Board and shall uphold and enforce the provisions of the CAYSA Constitution, Bylaws and Rules.

- 2.8 **President.** The President shall be the Chief Executive Officer of CAYSA and shall have the following duties and responsibilities:
- 2.8.1 shall preside at CAYSA regular and special Governing Board and Executive Committee meetings;
 - 2.8.2 may appoint committees; to include a referee education coordinator and coaching technical advisor;
 - 2.8.3 shall cast the deciding vote in the event of a tie at any meetings at which he/she presides or waive the right to do so;
 - 2.8.4 may appoint delegates to any member organization meeting;
 - 2.8.5 shall submit a written, annual report, which shall become a part of the minutes, to all Governing Board members at the **September regular meeting**;
 - 2.8.6 prior to the last meeting of each fiscal year, shall appoint an auditing committee to inspect the Treasurer's books to certify their accuracy;
 - 2.8.7 with the Treasurer shall prepare and oversee all CAYSA budgets and financial reports;
 - 2.8.8 shall handle all public relations in the best interest of CAYSA;
 - 2.8.9 shall have responsibility for new area development;
 - 2.8.10 shall represent CAYSA at all STYSA meetings and shall include in the budget reasonable expenses to attend such meetings;
 - 2.8.11 shall have the right to designate individual(s) to carry out any of his/her listed duties and responsibilities; and
 - 2.8.12 shall manage the day to day operations of CAYSA.
- 2.9 **Executive Vice President.** The Executive Vice-President shall succeed to the powers of the President in his/her absence and in addition have the following duties and responsibilities:
- 2.9.1 shall assume responsibility for all insurance matters, including but not limited to informing the Governing Board members about insurance coverage, handling claims (including follow-up) and dealing with any insurance problems that might arise;
 - 2.9.2 shall be the chairperson of the Discipline and Protest Committee, and shall appoint members to serve on the D&P Committee prior to the start of each season;
 - 2.9.3 shall promote activities for the development of CAYSA players, coaches and referees, i.e. organizing the CAYSA Convention, coaching clinics, etc.;
 - 2.9.4 shall serve on the Transfer Committee;
 - 2.9.5 shall be the chairperson for all CAYSA tournaments; will set up committees to handle the tasks involved in running the tournament;
 - 2.9.6 may appoint other individuals or committees to assist in carrying out their duties and responsibilities.
- 2.10 **Secretary.** The Secretary shall have the following duties and responsibilities:
- 2.10.1 shall record the minutes of all meetings, attend to all correspondence, and keep the records of CAYSA;
 - 2.10.2 shall provide minutes of CAYSA meetings to all members of the Governing Board within two weeks subsequent to the meeting;
 - 2.10.3 shall provide notice of all meetings as required in the CAYSA Constitution, Bylaws and Rules of all meetings;
 - 2.10.4 shall receive and record the designated representative and alternate of each member organization;
 - 2.10.5 shall obtain from the Registrar paid registration statistics according to the first Fall registration date for the purpose of calculating each member organization's voting power throughout the seasonal year;
 - 2.10.6 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.10.7 shall maintain the current CAYSA Constitution, By-Laws, Rules, and Procedures;
 - 2.10.8 shall send an information packet to each member organization prior to the beginning of the fall season each year including the STYSA and the CAYSA Administrative Handbooks.
- 2.11 **Treasurer.** The Treasurer shall have the following duties and responsibilities:
- 2.11.1 shall collect all dues and fees owed to CAYSA; control all monies of CAYSA; and maintain detailed records of CAYSA's income and expenditures;
 - 2.11.2 shall prepare and submit a financial report of income, expenditures, current assets and liabilities to the Governing Board at each regular meeting;
 - 2.11.3 shall pay all CAYSA bills properly passed upon and approved by the President;
 - 2.11.4 shall assist the President in the preparation of the yearly CAYSA budget;
 - 2.11.5 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.
- 2.12 **Registrar.** The Registrar shall have the following duties and responsibilities:
- 2.12.1 shall supply members with proper registration information and materials;
 - 2.12.2 shall coordinate member organization's registrars in registering all CAYSA players with CAYSA,
 - 2.12.3 shall insure that all registration forms are timely filed with the proper authorities;

- 2.12.4 shall maintain and prepare registration statistics of each season and present a report of such statistics to the Governing Board at the next regular meeting after registration;
 - 2.12.5 shall provide paid registration statistics of each member organization to the Secretary five (5) days before the October/November CAYSA meeting so that the Secretary can determine member organization's voting power for the seasonal year;
 - 2.12.6 shall act as Chairperson for the player transfer committee;
 - 2.12.7 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.
- 2.13 **Vice President of Facilities.** The Facilities Vice President shall have the following duties and responsibilities:
- 2.13.1 shall coordinate and administer all improvements to the CAYSA Complex;
 - 2.13.2 shall appoint a Scheduler for the CAYSA fields;
 - 2.13.3 shall act as the Chairperson of the facilities committee;
 - 2.13.4 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.13.5 shall receive, review, and approve all games scheduled at the facility.
- 2.14 **Vice President of Division I and Super II.** The Vice Presidents shall have the following duties and responsibilities:
- 2.14.1 serve as the CAYSA liaison to STYSA Western District,
 - 2.14.2 coordinate any CAYSA tournaments with Executive Vice President.
- 2.15 **The Vice Presidents of Players Division II, III, IV and Soccer Start.** The Vice Presidents of Players Division II, III, IV and Soccer Start shall have the following duties and responsibilities:
- 2.15.1 prior to seasonal play approve and then coordinate and administer all play in and amongst member teams and leagues,
 - 2.15.2 monitor all league play within member clubs,
 - 2.15.3 appoint a scheduler and/or scorer for each league, age group or sub-division thereof, if deemed necessary
 - 2.15.4 coordinate any and all tournaments with Executive Vice President,
 - 2.15.5 receive and maintain penalty point records,
 - 2.15.6 determine if a forfeit shall be recorded for game cards not forwarded to their designee within seventy-two (72) hours,
 - 2.15.7 determine whether a cancelled game shall be declared a forfeit, replayed or deleted from the schedule,
 - 2.15.8 serve as the CAYSA liaison for tournaments and activities,
 - 2.15.9 appoint committees or individuals to assist them in their duties,
 - 2.15.10 investigate and file any D&P matters with Executive Vice President

ARTICLE V. EXECUTIVE COMMITTEE

- 2.16 The Executive Committee as constituted in Article VIII of The Constitution shall handle matters demanding immediate attention wherein it would be impractical or impossible to call a Governing Board meeting to address these matters. The President or any three CAYSA officers may call an Executive Committee meeting with two days notice to the Executive Committee officers. The President shall designate the location, date and time of all Executive Meetings. These meetings may be held in person, via electronic mail or via conference call as the situation warrants.

ARTICLE VI. NOTICE

- 2.17 Notice shall have been accomplished when the CAYSA Secretary or his/her designate notifies the persons designated in these Bylaws to receive notice. Said notification may be by U.S. Postal Service, facsimile transmission, electronic mail, courier service, or other commonly accepted means.

ARTICLE VII. AMENDMENTS

- 2.18 Any proposals or motion to amend these Bylaws must be made in writing to the Secretary or his/her designate for distribution to the Governing Board members. Notice shall be thirty (30) days prior to the meeting to amend these Bylaws and shall include proposed amendments, time, date and place of meeting. Amendments to these Bylaws may be approved at any duly constituted meeting by a two-thirds (2/3) majority vote of Governing Board members in good standing in attendance.

ARTICLE VIII. RULES AND PROCEDURES

2.19 Any proposals or motions to amend Rules or Procedures must be made in writing to the Secretary or his/her designate for distribution to CAYSA Governing Board members. Notice shall be ten (10) days prior to the meeting to amend Rules or Procedures and include proposed amendments along with time, date and place of meeting. Amendments to Rules or Procedures may be approved at any duly constituted meeting by a simple majority vote of Governing Board members in good standing in attendance.

SECTION 3

REGISTRATION RULES & PROCEDURES

Last Amended: March 25, 2009

3.0 **EXCEPTIONS TO FIFA LAWS.** The USSF Affiliate USYS member STYSA Section 3 Registration Rules and Procedures shall be the guidelines for and be a part of this section as if they were printed in entirety with the following exceptions and/ or additions.

3.1 DEFINITIONS

3.1.1 **Season:** The period of play including any and all post-season play. Currently there are two seasons: Fall- August through December and Spring/Summer- January through July.

3.1.2 **Playing Age:** The age obtained by a registrant as of midnight July 31st.of the previous registration period.

3.1.3 **Association/Club/Organization:** A group sponsoring and/or administering a team or group of teams.

3.1.4 **League:** A structured group of four (4) or more teams joined for the purpose of inter-association or intra-association play under a common set of administrative and competition rules.

3.1.5 **Levels of Play:** The competition leagues in each age group as defined or administered.

3.1.6 **Age Group:** The upper limit of playing age for team formation.

3.1.7 **Game:** A competition between two teams with an official

3.1.8 **Intra-Association:** Any and all activities within any member Association.

3.1.9 **Inter-Association:** Any and all activities in and amongst member Associations.

3.2 AGE GROUPS

3.2.1 The age groups are as follows:

U19 = under 19 years of age			
U18 = under 18	"	"	"
U17 = under 17	"	"	"
U16 = under 16	"	"	"
U15 = under 15	"	"	"
U14 = under 14	"	"	"
U13 = under 13	"	"	"
U12 = under 12	"	"	"
U11 = under 11	"	"	"
U10 = under 10	"	"	"
U09 = under 09	"	"	"
U08 = under 08	"	"	"
U07 = under 07	"	"	"
U06 = under 06	"	"	"
U05 = under 05	"	"	"

3.2.1.1 Unless specifically indicated otherwise in the Handbook, all rules for each odd-numbered age group are the same as for the even-numbered age group just above it. For example, playing rules for U07 are the same as for U08.

3.2.1.2 Age-pure teams are optional. Member organizations can choose to form recreational teams under the

proper even-numbered age group. For example, all U11 and U12 players can be mixed together onto teams coded as U12 rather than forming separate U11 and U12 teams, even if that club forms separate U09 and U10 teams.

3.2.1.3 Age groups for each seasonal year, for players born August 1 though July 31, shall be determined by the player's age as of midnight, July 31, of the previous Registration Period.

3.2.1.4 No player will be allowed to play in a younger age group except as per STYSA 6.1.0 and 6.2.1(b).

3.3 REGISTRATION, FEES AND PROOF OF AGE

3.3.1 DATE OF REGISTRATION. STYSA 3.2.7

3.3.2 The Governing Board shall establish the player fee no later than the August meeting of each year. The Executive Committee shall establish the due date of fees.

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. *The deadline shall be prior to the posted STYSA deadline.*

3.3.4 **All coaches** whose teams compete in inter-association play between clubs/associations within CAYSA, inter-association play between associations outside of CAYSA, Post Season Competition, or Invitational Tournaments shall verify the eligibility of all players to compete on the team and assume the responsibility for both the eligibility and conduct of the players. These coaches shall be required to sign a **Coach's Acknowledgment of Responsibility Form (CARF)** which outlines the steps to be taken to verify the eligibility of the players. The CARF shall be approved by the Governing Board and included in the Rules as Appendix A. The CARF Form shall be presented to the club/association Registrar prior to the start of seasonal play. This form, along with accompanying documentation showing proof of age, residency status, or legal guardianship papers as required, will be maintained in the registrar's files during the seasonal year. A copy of the Coach's Acknowledgment of Responsibility Form will be presented to the CAYSA Registrar with any request for a certified roster.

3.3.5 Any coach, trainer, assistant coach, or manager must be registered to all the team(s) that they coach, train, or manage.

3.3.6 Any person over age 17, paid or volunteer, excluding referees, associated with any member organization shall submit a completed Adult Application prior to working with or around players. **See: STYSA 3.13**

3.4 TEAM FORMATION - CAYSA member clubs that were previously restricted to Division I only shall henceforth be allowed to form teams in all Division I through II age groups.

3.4.1 **Team Formation.** STYSA sec 3.3 and 3.4

3.4.2 **Team Rostering.** This Rule shall apply to teams participating in CAYSA or USSF sanctioned inter-association/club competitions. Team rostering shall be done according to the rules of the member association/club; however, for teams to participate in CAYSA or USSF sanctioned inter-association/club competitions those rules must comply with the restrictions according to playing levels.

3.4.2.1 **CAYSA Division Champion.** No team may participate in the same level of any future Division Fall Championships if that team wins a Fall Championship and at least 50%+1 players from the original roster are registered together as a team. If the team registers at the next higher Division the next year and no league at that level is available within a 100 mile radius, the team may play a regular season with the next lower Division league but will only be eligible for the Division Level playoffs which they registered.

3.4.2.2 Any violation of the Fall Champion rule above shall subject the coach of the team, as well as any club officials involved in said rostering to possible disciplinary action and shall cause all games played by the team in violation outside the club which rostered the team to be forfeited. Further, if a violation is found, all teams formed by the club rostering the team shall be reviewed by the CAYSA D&P Committee for violations of this rule.

3.4.3 Recruitment

3.4.3.1 Recruiting of players shall be limited for Super II and Division II teams to the following:

- a) The recruitment period begins with try-outs. Try-outs may be held beginning the Monday following the date of the USYSNC State Championships as published in the STYSA calendar or the date as established by the CAYSA Governing Board prior to March 1 of the seasonal year.
- b) The recruiting period ends August 1st.

3.4.3.2 Penalties. Failure to comply with 3.4.3.1 will result in the following:

- a) 1st offense – One season probation and removal from any position where his/her responsibility places them in a position to repeat such behavior.
- b) 2nd offense – Removal for one seasonal year from any and all positions of responsibility or authority and suspension from the area such violation occurred.
- c) 3rd offense – Suspension from CAYSA for a minimum of one year with reinstatement pending a review and reinstatement hearing by the CAYSA D&P Committee.

3.5 ADDS, TRANSFERS AND RELEASES. (See STYSA 3.6 through 3.10)

3.5.1 **Transfers.** An ATR form is required solely for transfers in Super II, Division II. and transfers in Divisions III if the teams are involved in inter-association play. A **Division IV** player must submit an ATR form only if moving to or from a Super II or Division II team.

3.5.2 **Releases.** A player request for release is mandatory and must be honored without exception per USYS See: STYSA 3.10

3.5.3 **Transfer Approval.** All requests for transfers shall be submitted to the CAYSA Registrar in writing, stating the reason for the request to transfer. The player is not to play a game with the transferred-to team until after the transfer has been approved and the player has registered with the transferred-to team. A transferring team may not play a game with the receiving club/association until the transfer has been approved. A transfer committee of three including the Registrar (Committee Chairperson), Executive Vice President and one other member of the Executive Committee will be called to decide questions on contested transfer requests.

3.6 LEVELS OF PLAY

3.6.1 The CAYSA Competition Committee shall consist of all Vice Presidents Divisions I through II and the CAYSA Executive Vice President. The Executive Vice President will be designated as the chair of the CAYSA Competition Committee who shall determine level of play.

3.6.2 **Division I, Super II Placement.** The criteria for placement will be determined by Western District **or competition authority.**

3.6.3 **Division II Placement.** The CAYSA Competition Committee will determine the time and location of all qualifying matches if deemed necessary. The CAYSA Competition Committee reserves the right to consider other factors, newly formed teams, and other formats as needed, as the Committee has the ultimate responsibility for assigning each team to an appropriate competition level.

3.6.4 Divisional Team Promotion

3.6.4.1 No team (U11 through U19) may participate in any future Division III Fall Championships if that team wins a Fall Championship and at least 50%+1 players from the original roster are registered together as a team at the same level. If the team registers as at the next higher level of play the next year and there is not a Division league available within a one hundred (100) mile radius, the team may play a regular season with the next lower Division league but will only be eligible for the Division Level playoffs that they registered.

3. 6.4.2 (STYSA 3.3.2.3.6 and 5.2.6) A Division III team which wins a Fall or Spring USYS/ STYSA District Championship and has 50%+1 returning players rostered to a U11 or older team **must be** promoted to the lowest CAYSA Division II competition level the next seasonal year, unless assigned to a higher competition level by the CAYSA Competition Committee.

3.7 PROOF OF REGISTRATION (STYSA 3.2.9)

3.7.1 **USYS Identification Cards.** Players and coaches shall provide to the referee prior to the beginning of each game properly completed and laminated USYS Identification Cards. The cards must contain the following information:

Player's Cards	Coaches' Cards
Player's Name	Coaches' Name
Player's Date of Birth	Team ID Number
Player's ID number	Team Name
Team name	Age Group
Age Group	Coach's Photo
Player's Photo	Coach's Signature
Player's Signature	Registrar's Signature
Registrar's Signature	
Team ID number	

3.7.1.2 Players and/or coaches without proper USYS identification cards are ineligible to play or coach at any inter-association game.

3.8 CAYSA FEES

All member organizations must be registered with and all fees paid to CAYSA prior to any of their teams being eligible to compete in CAYSA or STYSA competition.

3.9 AMENDMENTS

Any proposals or motions to amend Rules or Procedures must be made in writing to the Secretary or his/her designate for distribution to CAYSA Governing Board members. Notice shall be ten (10) days prior to the meeting to amend Rules or Procedures and include proposed amendments along with time, date and place of meeting. Amendments to Rules or Procedures may be approved at any duly constituted meeting by a simple majority vote of Governing Board members in good standing in attendance. Renumbering of references may be done without approval.

3.10 EXCEPTIONS

The CAYSA Executive Committee may serve as an Exceptions Committee to approve temporary exceptions to these Rules where special circumstances warrant a variance from strict enforcement of the Rules. Requests for exceptions to these Rules must be submitted in writing to the CAYSA Secretary along with a \$100.00 fee (cash or certified funds) (non-refundable). Such requests may be considered at any duly called Executive Committee meeting or may be considered in an open hearing where required, so long as all CAYSA member clubs are advised, in writing, of the exception to be considered no less than ten days in advance of the Exceptions Committee meeting. All actions taken as a result of an Exceptions Committee hearing will be reported to the Governing Board at the next meeting of the Governing Board.

SECTION 4

DISCIPLINE, PROTEST & GRIEVANCE PROCEDURES

Last Amended: October 6, 2005

- 4.1 **PURPOSE.** The purpose of the CAYSA Discipline, Protest, And Grievance Procedures is to promote and ensure uniformity and consistency in the application of the rules and procedures of CAYSA, including its Member Associations and Clubs, STYSA, USYS, USSF, and FIFA. In addition, it is the purpose of these rules to attempt to regulate and control unacceptable, unsportsmanlike, and unfair behavior on the part of players, coaches, managers, administrators, fans, and supporters, in order to promote the sport of youth soccer.
- 4.2 **DEFINITIONS**
- 4.2.1 **Appeals** may be submitted following a decision from a protest hearing, administrative action, disciplinary hearing, or lower level appeal. Only those parties to the original action shall be allowed to appeal.
- 4.2.2 **Assault** is an intentional act of physical violence. Assault includes, but is not limited to the following acts: hitting, kicking, punching, slapping, choking, spitting at or on; grabbing or bodily running into; the act of kicking or throwing any object at another that could inflict injury; damaging a uniform or personal property; i.e. car, equipment (cards, whistle, notebook, etc) or knocking equipment or other objects out of the hand.
- 4.2.3 **Abuse** is a verbal statement or physical act which implies or threatens physical harm to an individual. It also includes verbal abuse which is threatening, cursing, or demeaning to a person or any member of his or her family.
- 4.2.4 **Automatic Suspension** shall mean that a coach, assistant coach, player, or spectator shall not participate in any CAYSA, STYSA, USYS, or USSF sanctioned activity, including but not limited to games, practices, practice games, tournament play, or friendly games. The Member Association or Club shall confiscate, and forward to CAYSA, all player ID cards of the team members or player(s) suspended, until such person petitions the STYSA D&P Committee for a hearing and the committee reinstates. An automatic suspension may only be imposed for allegations of referee assault as per USSF Policy 531-9 or accumulation of excessive penalty points as per STYSA Rule 4.9.
- 4.2.5 **Disciplinary Hearings.** CAYSA and its Member Associations or Clubs may call disciplinary hearings to investigate allegations of misconduct. Allegations of misconduct constitute violations of published rules, regulations / procedures, or match-related violent behavior and misconduct.
- 4.2.6 **Disciplinary Action** may be rendered by CAYSA, Member Associations, or Clubs following the completion of a proper hearing. This action may include, but is not limited to; censure, fines as adopted by CAYSA, Member Associations, or Clubs , suspensions, institution of probation stipulations, prohibition of participation in specific CAYSA and STYSA sanctioned activities, and removal from office or official position. it shall not include the issuance of penalty points beyond that which is prescribed in the CAYSA and STYSA Progressive Discipline System.
- 4.2.7 **Forms of Play.** CAYSA recognizes the following forms of play:
- (a) **Practices.** Practices are any event by a team or part of a team for the purpose of instruction, drills, or performance preparation.
 - (b) **Practice Games / Scrimmages.** Practice / scrimmage games are any play between two teams that are not season games or tournament play.
 - (c) **Season Games.** Season games are those matches scheduled by Member Associations, clubs or Inter-Association leagues for play during the fall or spring seasons.
 - (d) **Tournament Play.** Tournament play is any contest involving teams competing in a series of games. Invitational tournaments are those to which teams apply, and a spoken or written request is provided requesting a team's participation. Post-seasonal tournaments are those in which teams earn the right to participate following seasonal games.

- (e) **Friendly Games.** Games played between teams in a tournament format here awards are not presented and standings are not noted.
- 4.2.8 **Grievance** is any complaint that is not a protest or an appeal, but in the opinion of the complainant is a violation of CAYSA, STYSA, USYS, or USSF Constitution, By-Laws or Rules and Procedures or involves the members of two different CAYSA Member Associations or Clubs. A grievance shall not encompass allegations of violations of FIFA Laws of the Game or matters of referee judgment.
- 4.2.9 **Protest** is related to a specific game and is filed by one of the involved team officials. Only those teams involved are permitted to protest a game result. Protests of a specific game, cannot be filed by third parties such as coaches of other teams or league / state administrator(s). A protest may not be based on the judgment call of a referee.
- 4.2.10 **Referee** includes the following:
- (a) All currently registered USSF referees, assistant referees, 4th officials or duly appointed to assist in officiating in a match;
 - (b) Any non-licensed, non registered person serving as a referee;
 - (c) Any club linesman.
- 4.2.11 **Season.** The CAYSA Fall season shall begin on September 1st and end on December 31st of each seasonal year. The CAYSA Spring / summer season shall begin on January 1st and end on July 15th of each seasonal year.
- 4.2.12 **Standing.** In matters relating to grievances, protests, or appeals, only the following will have standing before the CAYSA D&P Committee:
- (a) currently registered players [and their legal guardian(s)];
 - (b) CAYSA coaches;
 - (c) an elected / appointed CAYSA administrator or committee member;
 - (d) any administrator / governing board member appointed or elected by a Member Association or Club in good standing.
- 4.2.13 **Suspension is defined as follows:**
- (a) **For penalty point accumulation of nine (9) points:**
 - (1) A coach shall not attend or observe the next league or play-off match played by that team. The coach shall not participate in warm-up or half-time activities of the match.
 - (2) A player may attend the next league or play-off match played by the team yet shall not dress in uniform or participate in the next league or play-off match played by the team.
 - (3) The suspension shall be served at the next match actually played by the team. Suspensions shall not be considered served if the team's next match is a forfeit in which no play has occurred.
 - (b) **For penalty point accumulation of eighteen (18) points:**
 - (1) A coach shall not attend or observe the next two (2) league or play-off matches played by that team. The coach shall not participate in warm-up or half-time activities of the next two matches.
 - (2) A player may attend the next two (2) league or play-off matches played by the team but shall not dress in uniform or participate in the next two (2) league or play-off matches played by the team.
 - (3) The suspension shall be served at the next two matches actually played by the team. Suspensions shall not be considered served if either of the team's next two matches is a forfeit in which no play has occurred.
 - (c) **For penalty point accumulation of twenty-four (24) points:**
 - (1) A coach shall not attend or observe the next three (3) league or play-off matches played by that team. The coach shall not participate in warm-up or half-time activities of the next three matches.
 - (2) A player may attend the next three (3) league or play-off matches played by the team but shall not dress in uniform or participate in the next three (3) league or play-off matches played by the team.
 - (3) The suspension shall be served at the next three matches actually played by the team. Suspensions shall not be considered served if any of the team's next three matches is a forfeit in which no play has occurred.
 - (d) **For penalty point accumulation of thirty (30) points:**

- (1) A coach shall not attend or observe the next four (4) league or play-off matches played by that team. The coach shall not participate in warm-up or half-time activities of the next four matches.
 - (2) A player may attend the next four (4) league or play-off matches played by the team but shall not dress in uniform or participate in the next four (4) league or play-off matches played by the team.
 - (3) The suspension shall be served at the next four matches actually played by the team. Suspensions shall not be considered served if any of the team's next four matches is a forfeit in which no play has occurred.
- (e) **Individual.** Any other suspension of a person under these procedures is defined as:
- (1) The person shall not attend or observe any USSF, CAYSA, or STYSA sponsored event including practices, games, tournaments or any other event for the term of the suspension.
 - (2) Suspension may also include removal and prohibition from maintaining any position within a Club, League, Member Association or STYSA.
- (f) **Team.** Team suspension shall be defined as:
- (1) The team shall not compete in any CAYSA, STYSA or USSF sponsored activity including practices, season games, friendly games, or tournament play.
 - (2) No travel permits may be approved.
 - (3) No more than five (5) players from the suspended team may transfer to or play on any one team.
 - (4) The coach of the suspended team may not coach any of the players of the suspended team during the suspension with the exception of his / her child.
- (g) **Association, Club or League.** The suspension of an association, club or league means the loss or rights and privileges including any one or all of the following:
- (1) loss of right to participate in Fall Championship play-offs, including District and State Tournaments.
 - (2) loss of right to participate in Snickers □/US Youth Soccer National Championship play;
 - (3) fines;
 - (4) loss of voting privileges;
 - (5) loss of any other right or privilege provided by CAYSA, STYSA, USYS, USSF and / or FIFA.
- (h) **Reciprocity of Suspension.** CAYSA, STYSA and its Member Associations will reciprocally recognize the suspension of a player, coach, administrator, fan or team imposed by its Member Associations, Texas State Soccer Association South or any other USYSA National State Association.

4.2.14 **Coach** is an individual, who coaches, trains or manages a team either permanently or temporarily. This includes assistant coaches, trainers and managers.

4.3 DISCIPLINE & PROTEST COMMITTEE

4.3.1 **Functions of the D&P Committee.** The CAYSA D&P Committee will hold hearings and exercise and administer powers granted to it in these and other CAYSA, STYSA, USYSA, USSF and FIFA rules and regulations.

4.3.2 Committee Structure

- (a) The CAYSA D&P Committee shall consist of a chairperson and additional appointed members. An assistant chairperson may be appointed to handle D&P matters under these rules in any district or location other than the district of the chairperson.
- (b) The chairperson will be the Executive Vice President in accordance with the CAYSA By-Laws. The assistant chairperson will be appointed by the Executive Vice President.
- (c) The additional members will be appointed by and serve at the discretion of the chairperson.
- (d) The chairperson and assistant chairperson, subject to the approval of the CAYSA President, may appoint person to conduct the business of the Committee temporarily in his / her absence or inability.

4.4 LINE OF JURISDICTION

4.4.1 The line of jurisdiction on protests, appeals and grievances, except as indicated below, shall be as follows:

- (a) One CAYSA Member Association discipline and protest body, then
- (b) STYSA D&P Committee, then
- (c) STYSA Executive Committee only in disputes between member associations or their member clubs, then
- (d) USSF National Appeals Committee.

4.4.2 **Assault of Referee.** In the instance of assault of a referee, the line of jurisdiction shall be as follows:

- (a) STYSA D&P Committee, then
- (b) USSF National Appeals Committee.

- 4.4.3 **Abuse of Referee.** In the instance of abuse of a referee, the line of jurisdiction shall be as follows:
(a) CAYSA or STYSA D&P; then
(b) STYSA D&P Committee, then
(c) USSF National Appeals Committee.
- 4.4.4 **Request for Reinstatement.** Following an Automatic Suspension of a Player for acquisition of excessive penalty points. The line of jurisdiction shall be as follows:
(a) STYSA D&P Committee, unless referred to the Member Association by the Committee; then
(b) USSF National Appeals Committee.
- 4.4.5 **Protest of League Play.**
(a) As per CAYSA rules; then
(b) STYSA D&P Committee; then
(c) No appeals allowed.
- 4.4.6 **Protest of Fall Championship Play-Off Competition.**
(a) In accordance with Play-Off Rules Section V and handled by the CAYSA D&P Committee or its appointed representative(s);
(b) No appeals allowed.
- 4.4.7 **Protest of Fall District and State Play-Off Competition.**
(a) The STYSA D&P Committee or their designates will render all decisions.
(b) No appeals allowed.
- 4.4.8 **Protest of US Youth Soccer National Championship Play, STYSA President's Cup Play and South Texas Cup Play (prior to State Play-offs).**
(a) As per CAYSA playing association rules,
(b) STYSA D&P Committee
(c) No appeals allowed.
- 4.4.9 **Protest of US Youth Soccer National Championships, STYSA President's Cup Playoffs and South Texas Cup State Playoffs.**
(a) STYSA D&P Committee or their designates will render all decisions on protests.
(b) No appeals allowed.
- 4.4.10 **Protest of a Yellow or Red Card Booking.**
(a) The STYSA D&P Committee shall render all decisions.
(b) No appeals allowed.
- 4.4.11 **Misconduct related to State Team Development or Olympic Development.**
(a) STYSA State Team / Olympic Development Committee, then on appeal to;
(b) STYSA D&P Committee, then on appeal as per 4.4.1.
- 4.4.12 **Invitational Tournaments.** The Tournament Rules shall provide whether protests will be allowed and the requisite procedures for such. No appeals shall be allowed.
- 4.4.13 **Decision Shall Stand Until Overturned.** All decisions at all levels of appeal / protest procedures shall stand and be in full force and effect until changes by a higher authority and communicated to all of the affected parties in writing.
- 4.4.14 **Exhaust Lower Levels First.** All lower levels of protest / appeal must be exhausted at all lower levels before STYSA D&P Executive Committee will hear an appeal.
- 4.4.15 **Appeal to Higher Level.** At all levels of the appeal / protest process, if a decision is not reached within 45 days of receipt of the written appeal / protest, the party filing the appeal / protest may submit the appeal / protest to the next higher level with no additional fee.
- 4.4.16 **Cannot Invoke Aid of Courts.** No official, club, league, association, team coach, referee, fan, supporter or player or their representative may invoke the aid of the courts of any State or of the United States without first

exhausting all available remedies within the appropriate soccer organizations as set forth under the lines of authority herein.

4.4.17 **Penalty for Failure to Exhaust Administrative Remedies.** Any person(s) or group(s) bringing action through the court system without exhausting the administrative remedies listed herein or in the USYSA / USSF rules is subject to the following:

- (a) **Automatic Suspension.** The person(s) or group(s) is / are automatically suspended from all soccer activities and forfeit any appeal / protest rights. The party may petition the STYSA Executive Committee for reinstatement upon conclusion of the action.
- (b) **Liability for all Costs.** The person(s) or group(s) is / are liable to CAYSA or STYSA for all expenses incurred by CAYSA or STYSA, its Member Association and / or officers, directors or administrators in defending the action, including, but not limited to:
 - (1) court costs;
 - (2) attorney's fees;
 - (3) cost of litigation, including depositions, expert witness fees, etc;
 - (4) reasonable compensation for time spent by CAYSA and Member Association administrators and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances;
 - (5) travel expenses; and
 - (6) expenses for holding special CAYSA or Member Association meetings necessitated by the court action.

4.5 FEES FOR HEARING AND APPEALS

4.5.1 The appeal / protest fee to the CAYSA D&P Committee shall be \$175.00

4.5.2 The appeal fee to the STYSA Executive Committee shall be \$200.00

4.5.3 All fees will be submitted in the form of cash, STYSA Member Association check, money order, certified or cashier's checks made payable to STYSA.

4.5.4 If an appeal and / protest / grievance is successful, then all fees submitted will be returned only after the time for additional appeals has passed.

4.5.5 When any hearing is requested for automatic and / or indefinite suspensions or for any other matter not specified here, a not-refundable fee of \$50.00 shall be paid to STYSA and provided to the STYSA D&P Chairperson or the STYSA State Office.

4.5.6 The grievance fee to the STYSA D&P Committee shall be \$50.00

4.6 HEARING PROCEDURES

4.6.1 **Original Hearing.** The original hearing of any protest or allegation of misconduct must occur in an open hearing. Subsequent appeal(s) may be heard in either open or closed hearings.

- (a) **No Conflict of Interest.** Members of any committee hearing a protest, appeal, disciplinary hearing or grievance shall be composed of persons having no conflict of interest in the matters being heard, and having no association with the principal parties in the matters. No person may adjudicate a matter at more than one level.
- (b) **Secretary of the Hearing.** The chairperson of the committee shall appoint one committee member to make a written record (minutes) of the proceedings.
- (c) **Types of Hearings**
 - (1) **Open Hearings.** shall be held with the principal parties, witnesses for both sides, and all necessary evidence, actually appearing before the members or the Hearing Committee. Testimony from witnesses need not be taken in the presence of other witnesses, but the principal parties shall be present for all proceedings except the deliberations of the Hearing Committee.
 - (2) **Closed Hearings.** require that all testimony and evidence (including the rules) be submitted in writing. Testimony and evidence may be considered by the committee members on an individual basis, with a decision by mail or conference call.
- (d) **Notification of a Hearing.** Proper notification of a hearing will be submitted whenever an open hearing is scheduled.

- (1) Notification must be received by all parties no later than three (3) days prior to the hearing. Individuals may waive their rights to the three (3) day notice, if done so in writing prior to the start of any hearing.
- (2) Proper notification will occur in writing and will be considered received if sent under the following procedures (in descending order of preference): certified mail, return receipt requested at the address of record, express mail with receipt of acceptance, hand delivery with written acceptance or hand delivery without written acceptance but witnessed by two individuals, fax with confirmation or receipt.
- (3) Hearing notification letters will contain the following information:
 - a. Date of letter
 - b. Mode of delivery
 - c. Reason for the hearing and case number
 - d. Role of the individual being requested to appear at the hearing (i.e., accused, witness, respondent)
 - e. Date, time, location (with map) of the hearing
 - f. A brief description of the procedures of the hearing.
- (e) **Agenda for Open Hearing.** All parties, including witnesses, will be brought into the hearing chamber. The following items will be described by the chairperson.
 - (1) Names of the parties involved (including team, league, club, association, and etc.)
 - (2) Specific event involved (game, tournament, etc.)
 - (3) Date of occurrence
 - (4) Rule numbers and description of rules allegedly violated.
- (f) **Procedures of Hearing**
 - (1) The parties shall be allowed to remain in the hearing chamber. All witnesses are to wait outside of the hearing chamber.
 - (2) All written evidence should have been presented in advance for distribution and inclusion in the evidence packet.
 - (3) All written evidence presented at the hearing will be passed to the chairperson. The committee will vote on the Chairperson. The committee will vote on its acceptance as proper evidence.
 - (4) All questions / statements from involved parties will be addressed to the Chairperson who will ask the appropriate individual for an answer / rebuttal if he / she deems it pertinent.
 - (5) Witnesses may be recalled after initial testimony for further testimony and / or clarification.
 - (6) All witnesses will then be excused to outer chamber, then:
 - a. Movant / Appellant will present case.
 - b. Witnesses for Movant / Appellant will be called individually.
 - c. Committee members may question parties and witnesses as deemed necessary.
 - (7) Respondent / Appellee will present case.
 - (8) Witness for Respondent / Appellee will be called individually.
 - (9) Committee members may question parties and witnesses as deemed necessary.
 - (10) Any witnesses may be recalled as necessary.
 - (11) Movant / Appellant will make a closing statement.
 - (12) Respondent / Appellee will make a closing statement.
 - (13) Open hearing adjourned. The parties are excused and the committee shall deliberate.
 - (14) Participants may have legal counsel present during their involvement in any hearing. Legal counsel shall not have the privilege of addressing the Committee or other parties but may privately advise their clients.
- (g) **Evidence and Testimony**
 - (1) All evidence, such as identification cards, team rosters, referee game reports, letters, proof of age documents and other sources of written or printed information shall be original or official only. No copies shall be accepted unless the committee is convinced that the original document has been lost or destroyed.
 - (2) All testimony shall be limited to the principal parties, eye-witnesses, and the recognized authorities on the subject (such as the registrar on registration matters)
 - (3) If a witness cannot appear at an open hearing, written testimony will be accepted. Notarization may be required at the option of the hearing authority.
 - (4) Character witnesses and other third party (non eye-witnesses) shall not be allowed.
 - (5) The committee may limit the number of witnesses if the testimony is repetitive and in the interest of time.
- (h) **Document Directory**
 - (1) A document directory shall be created by the committee and maintained at each level thereafter. It is strongly recommended that a document directory be developed on the local and/or Member Association level.

(2) All documentary evidence received shall be listed on the directory. The minutes and decision shall be added to the directory as the last documents.

(i) **Decision**

(1) The decision of the committee shall respond only to the specific issues and allegations contained in the complaint or appeal.

(2) Any other issue and/or rule violation, which may become known or apparent during the hearing, shall be referred to either the convening authority or a lower level authority, except for physical violence or assault on a referee which shall go immediately to the STYSA D&P Committee. This referral may be accompanied by a recommendation for appropriate action.

(j) **Notification of Decision - Hearing or Appeal**

(1) The parties may obtain an oral decision within 72 hours of the decision by contacting the CAYSA Office. The parties shall also be notified in writing within ten (10) business days of the hearing by one of the following methods (in order of preference):

- a. Certified mail, return receipt requested;
- b. Hand delivery;
- c. Telecopy (FAX) with verbal confirmation;
- d. Mailgram; or
- e. Telegram with confirming copy.

(2) Written notification shall contain:

- a. Date of the hearing;
- b. Decision including any disciplinary action and the effective dates;
- c. The right methods and requirements or appeal;
- d. In cases where the next level of appeal is the STYSA D&P Committee, the following phrase will be included in the addition to a copy of Form 1: "This decision may be appealed to the STYSA D&P Committee, c/o STYSA State Office, P.O. Box 1370 Georgetown, Texas 78627. Any appeal must be submitted in writing (with four copies) and sent by certified, return receipt within seven (7) days of the receipt of this decision. The appeal must be accompanied by a \$175.00 filing fee and the enclosed appeal form. A copy of the appeal must be submitted to the opposing party and the Member Association President/D&P Chairman at the time of the original filing".

4.6.2 **Statute of Limitations.** Disciplinary hearings must be conducted as soon as is reasonable, but no later than 6 months after the alleged misconduct in all instances except referee abuse or assault. In referee abuse/assault cases, hearings must be conducted in accordance with USSF Rule 3041.

4.7 APPELLATE REVIEW

4.7.1 Appeal Procedure

(a) **Documentation.** An appeal, with the appropriate fee, must be in writing and consist of the "Notice of Appeal - Form 1" which shall be mailed to the STYSA State Office, all opposing parties and the appeals committee or other body whose decision is being appealed.

(b) **Time for Filing.** The appeal must be filed within twelve (12) days from the receipt of the decision of the lower authority.

(c) **Respondent Reply.** The lower authority whose decision is being appealed shall, within seven (7) days of the date of the notice of appeal, forward to the STYSA D&P Committee the official record utilized by it in making its decision. Parties shall not resubmit documents contained in the official record. The official record shall be limited to all of the material considered at the Member Association level.

(d) Within ten (10) days of the date of the notice of appeal, the appealing party shall submit to the STYSA D&P Committee any argument it wishes to make in support of the appeal and shall furnish copies of the argument to all opposing parties and to the original hearing committee.

(e) Within twenty (20) days of the date of the notice of appeal, all opposing parties shall submit to the STYSA D&P Committee any argument they wish to make in opposition to the to the appeal.

(f) **Information Access.** Parties filing a protest / appeal / grievance shall have access to all pertinent information regarding their protest / appeal / grievance. Member Associations shall not deny access to any information that could apply to the protest / appeal / grievance.

(g) **Modification of Time Requirements.** Notwithstanding the above, the STYSA D&P Chairperson and/or the President of STYSA, shall, in their sole discretion, have the authority to amend and / or adjust the notification requirement in the event of extenuating circumstances.

(h) **Information to be Submitted by Appellant**

(1) Date of the occurrence in question

- (2) List of all persons involved including their names, addresses and telephone numbers and other identification. Persons shall include:
 - a. Both coaches;
 - b. Assistant coaches;
 - c. Referees and linespersons;
 - d. Any players involved in the matter protested;
 - e. Any witnesses.
- (3) A short plain statement of the matter appealed setting forth the specific law or rule involved in the appeal.
- (4) The lower authority decision which is being appealed.
- (5) Action that Appellant desires STYSA to take.
- (6) Copies of any applicable rules, regulations, Constitutional or By-Law provisions.
- (i) **Information to be Submitted by Respondent**
 - (1) A copy of the original documents submitted during the initial hearing.
 - (2) A copy of the original decision rendered.
 - (3) A short plain statement of the matters setting forth the specific facts involved.
 - (4) Copies of any applicable rules, regulations, Constitutional or By-Law provisions.
 - (5) If there is no response filed, the Committee shall proceed to hear the case without further notice. However, the burden is still on the Appellant to show that he / she / they are entitled to the relief which is sought.

4.7.2 **Review of Appeal.** The D&P Chairperson / STYSA President shall review the appeal or protest and rule as to whether the proper procedures have been followed. If not, the Chairperson / President shall notify the requesting party that their appeal or protest is being denied without a hearing, the reason for the denial, and the fact that no further action will be taken. If the protest or appeal merits a hearing the D&P Chairperson / President shall call the D&P Committee / Executive Committee together in person or by telephone conference call and render a decision on the appeal in the manner in which the committee deems appropriate.

4.8 GRIEVANCES

4.8.1 **Notification.** Grievances should be directed to the CAYSA Office (Attention CAYSA D&P). The CAYSA office shall notify the D&P Chairperson and the CAYSA President of any grievances received.

4.8.2 **Grievance Fee.** A \$50.00 grievance fee is required.

4.8.3 **STYSA Action.** The D&P Chairperson will review all grievance letters and in his / her sole discretion take whatever action is deemed appropriate. At a minimum all such letters will be acknowledged. Such additional action may include:

- (a) No action required.
- (b) Request that the CAYSA Executive Committee approve a formal investigation;
- (c) Refer to member association D&P Committee with request to notify D&P Chairperson on what action was / is to be taken if any; or
- (d) Any other action the CAYSA D&P Chairperson deems appropriate considering the circumstances.

4.9 PROGRESSIVE DISCIPLINE SYSTEM

4.9.1 **Purpose.** Misconduct of players, coaches and fans continues to be a problem in soccer. More emphasis is needed to promote proper conduct and good sportsmanship, especially in our youth competition. The following system is an effort to discourage violent play and misconduct.

4.9.2 **Responsibilities of Coaches, Players and Associations**

- (a) **Maintain Control of Fans and Sideline.** Coaches are required to maintain control of their players and the team's fans on the sideline. A coach or assistant coach may be cautioned and / or ejected by a referee for the misconduct of a fan of the team which he / she coaches.
- (b) **Penalty Points.** Coaches are responsible for maintaining their individual penalty points and the individual penalty points of their players. Players are also responsible for maintaining their individual penalty points. Member Associations will promptly submit to the STYSA State Office a copy of the suspension letter sent to individuals who have exceeded their maximum allowable penalty points. Member Associations will provide the following information in the suspension letters: "You have exceeded your maximum allowable individual penalty point total, and have been suspended. This means that you may not participate in any STYSA or

USYSA sanctioned or approved activity, including season games, tournament games, friendly games or practices. Your ID card must be immediately surrendered to your Association Registrar. You may request a review and reinstatement hearing with the STYSA D&P Discipline & Protest Committee by submitting your written request by certified mail return receipt requested. This request must be accompanied by a \$35.00 non-refundable fee and a copy of all game cards for the present season. You must submit this to: STYSA D&P Committee, STYSA State Office P.O. Box 1370 Georgetown, Texas 78627.

- 4.9.3 **Misconduct by Fan / Supporter.** The parents, fans or supporters of any CAYSA team by attending a STYSA sponsored event subject themselves to the jurisdiction of the member association and its affiliates, the STYSA Appeals Committee, Executive Committee and the STYSA Governing Board. As such, misconduct by a parent, fan or supporter can be investigated and disciplinary action can be taken by any of the various levels which have jurisdiction over the team involved. If action is not taken on a local level, the CAYSA D&P Committee may investigate the matter and hold a hearing to determine what discipline, if any, should be provided. Such discipline can include, but shall not be limited to, prohibiting the parent, fan or supporter from attending any STYSA sponsored event, including games, practices and tournaments for a period of time or indefinitely. The failure to comply with the discipline shall be cause for CAYSA D&P to discipline the player related to the parent, fan or supporter; the team which the parent, fan or supporter supports; and or the coach of such team.
- 4.9.4 **Penalty Points Awarded.** Penalty points shall be awarded to all individual players and coaches only as follows:
(a) Recorded cautions - 3 points per caution to the individual
(b) Recorded ejections - 9 points per ejection to the individual
- 4.9.5 **Disciplinary Action for Penalty Point Accumulation.** An accumulation of penalty points shall result in the following disciplinary actions:
(1) Individual Penalty Points - An individual player or coach shall be suspended as follows:
(2) Nine (9) penalty points - Suspension for the next game.
(3) Eighteen (18) penalty points - Suspension for the next two (2) additional games.
(4) Twenty-four (24) penalty points - Suspension for the next three (3) additional games.
(5) Thirty (30) penalty points - Suspension for the next four (4) additional games.
(6) Suspensions listed above cannot be appealed.
(7) Maximum accumulation of penalty points in one game by a coach or player shall be nine (9) points.
(8) Coaches will acquire penalty points cumulatively as a single entity, person or individual regardless of the number of individual teams he / she coaches or trains. i.e., Example: A coach with three (3) teams who accumulates three (3) points in a game with each team has a total of nine (9) points.
(9) Penalty Point Carryover
- (a) **Post-season Game Play.** Individual penalty point accumulations received during season games' play shall be extended in the respective post-season tournament play (i.e., Western / Eastern District tournament play, STYSA Fall tournament play, STYSA President's Cup tournament play, South Texas Cup tournament play and STYSA USYSNC tournament play). Individual penalty point accumulations shall not be continued into USYSNC Regional and National tournament play. Each member association shall be responsible for reporting such point accumulations for each player and coach within the association who will participate in the tournament(s) to the respective tournament coordinators.
- (b) **Next season.** Penalty points obtained by individuals during specific season's games, including post-season tournament play, shall not be carried over into the next season's games.
- (c) **Invitational Tournament.** Unless an individual is under suspension / probation or other disciplinary action, penalty points for cautions and ejections obtained during invitational and / or commercially sponsored tournaments shall not count in the STYSA Discipline, Protest and Grievance Procedures, Progressive Discipline System; however, disciplinary action for improper conduct at such events may be taken.
- (d) **Suspension Carryover.** Suspension shall carryover into the next season. If a player, coach or assistant coach is suspended during one season, but because of the number of games remaining in that season, does not serve the full suspension, then the number of games suspended but not served shall be served in the first and, if required, the second game of STYSA tournament play or the next season, if the person does not participate in STYSA tournament play.
- (e) **Player Transfers.** If a player transfers to another team, he/she shall retain his/her individual penalty points.

(f) **Penalty Point Challenge.** Any challenge to penalty points must be by protest at the game in which the points are accumulated. A protest must be filed before or just after the end of the game. The protest must be made known to the opposing coach and the referee. Furthermore, the protest may not be based upon a judgment call of the referee. Within forty-eight (48) hours of the game, a written protest must be placed in the mail to the STYSA State Office which will forward it to the D&P Chairperson for investigation and a hearing. The STYSA D&P Chairperson or his/her designee may refer the matter to a Member Association or Local Association/Club for the hearing. No appeal shall be allowed from the decision of the committee hearing the matter.

4.9.6 **Revocations of Cautions, Ejections and Penalty Points.** Cautions, ejections and penalty points may only be revoked by the STYSA D&P Committee.

4.9.7 **Forfeits.** Any team which forfeits two games in a season shall be brought before the STYSA D&P Committee for possible disciplinary action.

4.9.8 **Ineligible Player.** Any coach or assistant coach who is responsible for knowingly playing an ineligible player will be subject to suspension from participation in any STYSA sanctioned program.

4.10 **REFEREE INVOLVEMENT.** The minimum suspension period for referee abuse shall be at least three (3) scheduled matches within the rules of the competition. Longer periods of suspension may be provided when circumstances warrant.

4.11 **MEMBER ASSOCIATION RECORDKEEPING AND REPORTING**

4.11.1 **Implementation.** Each CAYSA Member Association must appoint or employ a person responsible for implementing a workable procedure for frequently and regularly recording, maintaining, and reporting cautions and ejections for coaches, assistant coaches and players. The person's name, address, and telephone number are to be provided to the CAYSA Office each seasonal year. Additionally, these organizations are responsible for reporting to Texas State Soccer South any misconduct on the part of the referee.

4.11.2 **Report all Automatic and Indefinite Suspensions.** Each Member Association must report any violation which requires or results in any automatic and indefinite suspension to the respective CAYSA Vice-President, CAYSA Office and the CAYSA D&P Chairperson within thirty (30) days of the infraction which required suspension. Such notification may be orally; however, copies of all documentation concerning the incident and/or the suspension should be forwarded to these persons, as well.

4.12 **FINES FOR FAILURE TO COMPLY.** The CAYSA Executive Committee is hereby authorized to levy fines against any Member Association which does not comply with these rules and procedures or any decision(s) of the CAYSA Executive Committee or CAYSA D&P Committee.

SECTION 5

POST SEASON TOURNAMENTS

Last Amended: July 17, 2008

5.1 POST SEASON TOURNAMENTS

5.1.1 Post-Season Tournaments for the various age divisions shall be approved by the Governing Board. *A participation fee may be assessed to teams.*

5.2 FALL POST SEASON TOURNAMENTS FOR WESTERN DISTRICT PLACEMENT

5.2.1 If there is only one CAYSA league in an age group, then the final standings as a result of league play shall determine which teams shall be eligible to advance to the STYSA Western District tournaments.

5.2.2 If there is more than one CAYSA league participating in an age group, a CAYSA Tournament will be held. The CAYSA Tournament format (round robin, single or double elimination) will be determined each season by the CAYSA Governing Board. If a Round Robin format is approved, the final tournament standings will be determined by the point system described below in 5.3.

5.2.3 First and second place awards shall be presented by CAYSA to teams that are eligible to advance to STYSA Western District Tournaments. *Awards for third and fourth place may be given if consolation matches are played.*

5.2.4 New players must be registered and have participated in at least two (2) league games with his/her respective team prior to taking part in any CAYSA/STYSA post season competition, excluding invitational tournaments.

5.3 **CAYSA TOURNAMENT STANDINGS** All tournament standings shall be determined by points: 6 points for a win, 3 points for a tie, and 0 points for a loss. A point will be awarded for each goal up to 3 goals. A point will also be awarded for a shut out. A win by forfeit results in 10 points for the winning team (scored 3-0). If the rankings are tied at the end of the tournament play, the following progressive sequence shall be used to determine final standings:

- (a) Winner in head-to-head competition; then,
- (b) Highest goal difference (goals scored minus goals against) with a maximum difference of three goals difference per game counted both for and against. For example, if the score is 8-3, the calculation would be +3 goals for the winning team, -3 goals for the losing team. If the score is 6 - 4, the calculation would be +2 for the winning team and -2 for losing team.)
- (c) If two teams enter this sequence level, and using this level, they remain tied, go to level (e) below
- (d) If three or more teams enter this sequence level, and one team is eliminated at this level, then go back to level (a) above which is head to head competition.
- (e) Total Goals allowed (Team with fewest goals allowed shall advance); then,
- (f) The team with the least penalty points advances; then,
- (g) The FIFA method of taking kicks from the penalty spot will determine the winner in Knock-Out Competition.
- (h) In the event that a tournament cannot be held or completed, due process will be used to determine advancing teams and seeding.

5.4 **DIVISION IV FALL POST SEASON.** Format, fees and divisions will be determined by the Executive VP and Division IV VPs prior to October GBM.

5.5 **SPRING POST SEASON TOURNAMENTS.** Format, fees and divisions will be determined by the Executive VP and the VPs of Players prior to the March GBM.

5.6 **PENALTIES.** A team which accepts an assignment to participate in a post season competition must complete all eligible games in that competition. If the team abandons any or all of the games the team will be subject to a fine of \$100.00 per game (3 games maximum). The teams' home association will be responsible for paying the fine. Executive Board shall be empowered to waive such fines at their discretion in case of extenuating circumstances.

5.7 CAYSA FEES AND PENALTIES

All member organizations must be registered with and all fees paid to CAYSA prior to any of their teams being eligible to compete in CAYSA or STYSA tournament competition

SECTION 6

RULES OF PLAY

Last Amended: March 25, 2009

EXCEPT AS OTHERWISE NOTED HEREIN, STYSA, USYS, USSF AND FIFA RULES SHALL GOVERN PLAY.

6.1 RULES FOR INTER-ASSOCIATION PLAY

6.1.1 CAYSA Members. Any member organization team may participate in Inter-Association play as long as that team is within the same age division, and provided further that the CAYSA rules regarding Inter-Association play are strictly followed.

6.1.1.1 Any member organization that enters a team of a particular age group and level of play in CAYSA Inter-Association play must enter all of that member organization's teams which could participate in the same league unless allowed to do otherwise by the appropriate CAYSA VP.

6.1.1.2 One mandatory preseason meeting with the respective vice presidents will be held in advance of each season. This meeting will be held at the discretion of and in the form chosen by each CAYSA Vice President, who will contact each member association's CAYSA Governing Board Representative and the member association's designated contact for the respective CAYSA Vice President's competition. Any association wishing to play Inter-Association must be present at the meeting(s) and must provide the following information:

6.1.1.3 One field availability time for every two (2) teams or portion thereof in each age division;

6.1.1.4 Map with clear directions to home field(s);

6.1.1.5 For each team submitted, the representative must submit the appropriate, properly completed team information sheet by the deadline established by the Executive Committee.

6.1.2 Non-CAYSA Members. Any non-member organization team who is a STYSA registered team may, with the approval of the CAYSA Executive Committee, participate in CAYSA Inter-association play so long as that team fulfills the following requirements and restrictions:

6.1.2.1 While participating in CAYSA Inter-association competition the team will be subject to CAYSA Rules.

6.1.2.2 The team must submit an original team roster, signed by the team's STYSA association registrar, and such roster must be received by the CAYSA Registrar two weeks prior to the first game of the season.

6.1.2.3 The team must deposit a performance bond, in the form of a certified check or money order payable to CAYSA, in the amount of \$250, which must be received by the CAYSA Registrar two weeks prior to the first game of the season.

6.1.2.4 Each team will be charged an administrative fee per season by CAYSA, with the amount to be determined each year by the CAYSA Executive Board.

6.1.2.5 Any forfeit caused by either the CAYSA member team or the non-CAYSA team, or both, will result in a fine of \$100 for each offense.

6.1.2.6 Fines charged for forfeits will be charged to the CAYSA team's member association (such fine must be paid within seven days), or will deducted from the non-CAYSA team's performance bond.

6.1.2.7 Any remaining balance of a non-CAYSA team's performance bond will be refunded to that team.

- 6.1.2.8 If a non-CAYSA team forfeits two games it will be disqualified from further CAYSA competition.
- 6.1.2.9 With the approval of the CAYSA Executive Board, STYSA Eastern District teams will be allowed to participate in CAYSA Inter-association play during the spring season only.
- 6.1.2.10 A mandatory preseason meeting with the respective vice presidents will be held in advance of each season. This meeting will be held at the discretion of each CAYSA Vice President. The non-member association's designated contact for each competition must be represented at the meeting(s) and must provide the following information:
- 6.1.2.11 One field availability time for every two (2) teams or portion thereof in each age division.
- 6.1.2.12 Map with clear directions to home field(s);
- 6.1.2.13 For each team submitted, the representative must submit the appropriate, properly completed information sheet by the deadline established by the Executive Committee.

6.2 FIELDS AND EQUIPMENT

- 6.2.1 Fields and goal sizes: See STYSA sec 6.1.1 and 6.2
- 6.2.2 The basic mandatory equipment shall consist of a jersey or shirt, shorts, stockings, shin guards and footwear.
- 6.2.3 The coach has the responsibility for insuring that all his/her players wear shin guards which are commercially produced and specifically designed to provide protection to the shins at all games and at all practices.
- 6.2.4 A player shall not wear anything which is dangerous to another player.

6.3 USYS IDENTIFICATION CARDS. Players and coaches shall provide to the referee prior to the beginning of each game properly completed and laminated USYS Identification Cards. The cards must contain the following information:

Player's Cards	Coaches' Cards
Player's Name	Coaches' Name
Player's Date of Birth	Team ID Number
Player's ID number	Team Name
Team name	Age Group
Age Group	Coach's Photo
Player's Photo	Coach's Signature
Player's Signature	Registrar's Signature
Registrar's Signature	
Team ID number	

- 6.3.1 Players and/or coaches without proper USYS identification cards are ineligible to play or coach at any inter-association game.

6.4 PLAYERS ON FIELD.

- 6.4.1 U11 through U19: Eleven (11) with minimum seven (7).
- 6.4.2 U10 and below: refer to STYSA 6.2.
- 6.4.3 **Forfeit for too few Players.** If either team has less than the requisite number of players on the field ready to play, within 15 minutes after the game was scheduled to start, then the referee shall note it on the game card and give it to the coach or manager of the home team. The requisite number of players is the minimum number of players stated for each Age Group. The game card shall be forwarded to the appropriate Vice-President for determination of the status of the game. ***No winners shall be declared or forfeits given for U08 and U06 games.***

6.4.4 **Playing Ineligible Player.** Any team playing a player who is ineligible shall forfeit the game(s) in which that player has played.

6.5 DURATION OF GAMES. The following times cover regular playing season times only:

The U06 Age Group shall play four equal quarters of eight (8) minutes.

The U08 Age Group shall play four ten (10) minute quarters

The U10 Age Group shall play two 25-minute halves.

The U11 and U12 Age Groups shall play two 30-minute halves.

The U13 and U14 Age Groups shall play two 35-minute halves.

The U15 and U16 Age Groups shall play two 40-minute halves.

The U17, U18, & U19 Age Groups shall play two 45-minute halves.

6.5.1 At the discretion of the Referee time may be added for injuries, substitutions and other delays of the game.

6.5.2 There shall be no overtime or shootouts during the regular season play, and if the score is tied at the end of regulation play, the game shall be scored as a tie game.

6.6 PLAYING TIME

6.6.1 In Divisions Super II through Division IV play, each coach must make every effort to play each registered player that is present at least one-half of the game and in each half of each game unless unable to do so because of discipline, illness, injury or serving a suspension. 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 a player will not participate. A player serving a suspension must appear on the game card and be lined through noting suspension. It is the coach's duty to make sure notes are made to each exception.

6.7 SUBSTITUTIONS

6.7.1 Prior permission of the referee is required in order to make any substitution at any time, except at the resumption of play after the half-time break:

** On a throw-in (by the team in possession)

** On a goal kick (by either team)

** After any goal (by either team)

** After any stoppage of play for an injury (by either team)

** At half time (by either team)

** After a caution (the player receiving the caution)

6.8 CHARGING THE GOALKEEPER. The FIFA rules with respect to charging of the goalkeeper shall **not** apply. "Charging" shall be defined as intentional, non-violent, shoulder to shoulder contact while the ball is within playing distance. In all age divisions there shall be no charging or intentional or reckless contact with the goalkeeper in any manner whatsoever. Any such act will be considered at least as "dangerous play" and punished accordingly.

6.9 REQUIREMENTS OF HOME TEAM.

6.9.1 **Ball.** The home team shall furnish an appropriate size game ball acceptable to the referee.

6.9.2 **Referees.** The home team is responsible *for scheduling referees through a currently certified assignor.*

6.9.3 **Uniforms.** The home team shall change uniforms if the colors of both teams are so close as to create confusion in the opinion of the referee. Failure to change uniforms upon the referee's request will be a forfeit by the home team.

6.9.4 **Corner Flags.** In all Division I, Super II, Division II and III games, it is the home association's responsibility to furnish corner flags which meet FIFA standards for the fields.

6.9.5 **Sidelines.** If both teams occupy the same sideline, only team members and adults with Kid Safe Passes are allowed on team sideline.

6.10 COACHES ON FIELD: Coaches may not be on the field of play during conduct of the game.

6.11 SCHEDULER AND SCORER The respective Vice President for each age division may appoint two positions, that of Scheduler and that of Scorer, whose functions and duties are as follows:

6.11.1 **Duties of the Scheduler**--It shall be the duty of the scheduler to coordinate the establishment of Inter-Association league schedules and to furnish the participating coaches with a schedule of games, names, and telephone numbers of coaches, maps to fields, and team uniform colors. In scheduling the Inter-Association play, the scheduler should use one of the following methods of scheduling:

- (a) A complete double round robin where each team plays every other team in its division twice, on a home and away basis. This will be the preferred method if the number of teams allows for a reasonable number of games with time left for end-of-season tournament play.
- (b) A complete single round robin where each team plays every other team in its division once. In this case, the scheduler must attempt to have each team play an equal number of home and away games.
- (c) The Scheduler should make every effort to schedule each team as many games as mathematically possible. This may result in a team playing more than one game per week.

6.11.2 **Duties of the Scorer**--It shall be the duty of Scorer to keep league standings which shall include wins, losses, ties, points, goals for and goals against, goal difference (up to a maximum of +3/-3 per game) and penalty points. The standings shall be distributed to the participating coaches at regular intervals during the season.

6.11.3 **Appeals of Scheduler's/Scorer's Decision**--In the event that anyone disagrees with a Scheduler's or Scorer's decision, the decision can be appealed to the CAYSA Discipline and Protest Committee. The appeal shall be accompanied by the standard Protest Fee and a brief statement in writing of the decision which is in dispute. The matter shall be resolved by the Committee using the same procedures as a protest.

6.12 CANCELLATIONS AND GAMES REPLAYED

Each respective Vice President shall be responsible for declaring whether or not a game is a forfeit, or whether a game shall be replayed or omitted from a schedule for any reason including playability of the field. If a game is abandoned for any reason the respective Vice-President shall decide if the game should be replayed.

6.12.1 Teams must appear at the playing site ready to play unless otherwise notified by the opposing coach or other responsible party.

6.12.2 In many instances, the referee will make the decision as to the playability of the field based on the condition of the field at the start of the match.

6.12.3 If a match is suspended, because of foul weather, before the second half has started, it shall be replayed in its entirety.

6.12.4 If a match is suspended after the second half has started, it shall be considered to be a completed match.

6.12.5 Any team playing CAYSA inter-association play will be allowed to participate in tournament play when it conflicts with regularly scheduled games provided the "offended" or opposing coach is properly notified seven (7) days in advance of game date. The "offended" coach can then re-schedule the game. If there is a conflict in re-scheduling the game, the appropriate Vice-President will be responsible for re-scheduling the game.

6.12.6 All games canceled for any reason must be rescheduled within seven (7) days of the original playing date by the "offended" or opposing coach. In the case of a rain out or other cancellation not involving an "offended" coach, the coach of the home team is responsible for rescheduling the game. If the coaches are unable to agree on a new playing date within the seven day time limit, the appropriate Vice President must be contacted to settle the dispute. The Vice President may elect to set a time and place for the game to be played.

6.12.7 CAYSA will levy a fine of \$100.00 for each game forfeited. The fine will be levied against the team forfeiting the game. The home association is responsible for insuring that the fine is paid. Any team that forfeits two (2) games in a season shall be brought before the STYSA D&P Committee for possible disciplinary action.

6.13 INTER-ASSOCIATION LEAGUE STANDINGS DETERMINATION

- 6.13.1 **Scoring.** All CAYSA Inter-Association league standings shall be determined by points: 3 points for a win, 1 point for a tie, and 0 points for a loss. A win by forfeit results in 3 points for the winning team, and the match will be scored 1 to 0. *The CAYSA VP for each competition will determine which matches count in standings.*
- 6.13.2 **Tie Breakers.** In the event ties exist in the standings at the end of competition or a stage of competition, the following progressive sequence shall be used to determine standings:
- (a) Highest number of points (still using the 3-1-0 scoring system) earned in matches among/between the tied teams; then,
 - (b) Highest total goal difference (see definition below) in matches between/among the tied teams; then,
 - (c) Least total goals allowed in matches between/among the tied teams; then,
 - (d) Highest total goal difference (see definition below) in all matches; then,
 - (e) Least total goals allowed in all matches; then,
 - (f) Least number of team penalty points in all matches; then,
 - (g) Only if the tie must be broken to determine (1) advancement to CAYSA or Western District playoffs or (2) distribution of awards, the winner of FIFA KICKS FROM THE PENALTY SPOT (6.13.3). Otherwise, the tie will stand.

Progress through the tie-breaking sequence only as long as all teams entering the sequence remain tied. Once the result at any step of the sequence is different for at least one team, standings shall be assigned, using the results from that step. Should any teams remain tied within the assigned standings, repeat the progressive sequence at step (a), with only the tied teams.

Goal difference shall be calculated by subtracting the goals allowed in a match from the goals scored in that match, with a maximum difference of 3 goals per match counted both for and against. For example, if the score were 7 to 2, the calculation would result in +3 goals for the winning team and -3 goals for the losing team. Total goal difference shall be the sum of the goal differences from each match involved.

- 6.13.3 **FIFA KICKS FROM THE PENALTY SPOT.** If required, as specified in Tie Breakers (see above), the competition's Vice President shall determine the time and site. The procedure shall be the FIFA method of taking kicks from the penalty spot. All rostered players are eligible to participate, regardless of their penalty point status.

6.14 REFEREES

- 6.14.1 **Number of Referees.** Inter-Association play requires one USSF currently certified center referee and two USSF currently certified assistant referees.
- 6.14.1.1.1 **Referee Assignment.** A currently certified assignor shall assign referees for all matches. There shall be no assignment of an individual who has a direct relationship with either team. A direct relationship shall be defined to include, but not limited to, an immediate family member including parent, sibling, grandparent, aunt/uncle, niece/nephew (biological, adoptive, half and/or step), member of coaching staff or coaching staff of a team in the same league.
- 6.14.1.1.2 **Referee Exceptions.** Deviation from these rules must be agreed upon by both teams prior to the start of match and noted and signed by each coach on the game card. Any deviation so accepted shall not be protestable.
- 6.14.2 **Game Cards.** A game card shall be completed by the referee for all Inter-Association play. Each respective CAYSA Vice President may record a forfeit by the winning team or the home team in case of a tie when game cards are not forwarded within seventy-two (72) hours of the game to the individual designated by the Vice President. At the discretion of the CAYSA Vice President, faxed, scanned, texted, e-mailed or posted results shall satisfy the 72 hour time limit; however, the original game card must be forwarded as directed within 10 days for the match to be official.
- (a) At the completion of the match, the referee shall have each coach sign the game report and submit the game report to the representative or coach of the winning team or the home team in case of a tie.
 - (b) This card will, at a minimum, contain the following:
 - (1) League, age group, division of game

- (2) Location, date, game time
 - (3) Team names and final score
 - (4) Cautions (yellow cards) or send offs (red cards) issued, by team with player/coach's name and reason for punishment
 - (5) Protest noted and brief basis for the protest
 - (6) The legible names of the referee and assistant referees or club lines persons
 - (7) If the referee rules that the field is not playable or that the uniforms are inappropriate, this should be noted on the game report and each coach should sign it.
- (c) The game cards are to be retained through the end of the seasonal year, including post season play (including CAYSA, STYSA, or USYS).
 - (d) For play within a member organization these cards are to be retained by the member organization. For CAYSA Inter-Association play, the game cards are to be forwarded to the respective Vice President within 72 hours of the game.
 - (e) All cards must be available to the CAYSA Discipline and Protest Committee or other valid CAYSA committee or Governing Board when requested

6.15 AMENDMENTS

Any proposals or motions to amend Rules or Procedures must be made in writing to the Secretary or his/her designate for distribution to CAYSA Governing Board members. Notice shall be ten (10) days prior to the meeting to amend Rules or Procedures and include proposed amendments along with time, date and place of meeting. Amendments to Rules or Procedures may be approved at any duly constituted meeting by a simple majority vote of Governing Board members in good standing in attendance.

6.16 EXCEPTIONS

The CAYSA Executive Committee may serve as an Exceptions Committee to approve temporary exceptions to these Rules where special circumstances warrant a variance from strict enforcement of the Rules. Requests for exceptions to these Rules must be submitted in writing to the CAYSA Secretary along with a \$100.00 fee (cash or certified funds) (non-refundable). Such requests may be considered at any duly called Executive Committee meeting or may be considered in an open hearing where required, so long as all CAYSA member clubs are advised, in writing, of the exception to be considered no less than ten days in advance of the Exceptions Committee meeting. All actions taken as a result of an Exceptions Committee hearing will be reported to the Governing Board at the next meeting of the Governing Board.

SECTION 7

CAYSA AGE GROUPS U10 AND BELOW DIVISION IV RULES

Last Amended: June 11, 2009

7.1 PLAYING RULES

- 7.1.1 **U5/U6:** If a club has additional and/or modified playing rules these rules must be provided to CAYSA, posted on the clubs website and distributed to all registered teams in the affected age group(s) at least two weeks prior to the start of fall and/or spring season play. Otherwise the following playing rules for U5/U6 will be used:
- (a) Players: 3v3, no goalkeepers; maximum roster of 6
 - (b) Field size: 30/25 x 20/15 (see appendices for all field markings and measurements)
 - (c) Ball size: 3
 - (d) Referees: none; no offside; coaches serve as facilitators
 - (e) Duration of game: 4 quarters of 8 minutes
 - (f) Goal size: 4' H x 5' W (recommended); use of larger/smaller goals at discretion of the local club.
 - (g) These modifications are acceptable:
 - (1) *Master of the Ball:* when a ball is scored or goes out of bounds, another ball is immediately played into the field by adult helpers positioned around the field. The only dead ball restarts are the kickoffs beginning each quarter.
 - (2) *Simultaneous Games:* Teams may maintain larger rosters 10 player maximum. Two fields are set up adjacent to one another with room enough to accommodate both "team benches" between the fields. Each team separates into two squads, one each, on both fields. Games are started simultaneously. Subs are made by each team into both fields.
 - (3) *Random Teams:* The entire age group is divided into training pools for weekday skills training practices. The same training opportunities must be provided to all registered participants. Each weekend, the age group is divided into different teams for games. All players must be given the opportunity to participate in the scheduled weekend games and cannot be denied based on talent and/or lack of attendance to weekday training sessions.
 - (h) Clubs may play intra-association or inter-association by creating a playing league with other clubs. However, all clubs/teams must follow CAYSA rules.
- 7.1.2 **U7/U8:** If a club has additional and/or modified playing rules these rules must be provided to CAYSA, posted on the clubs website and distributed to all registered teams in the affected age group(s) at least two weeks prior to the start of fall and/or spring season play. Otherwise the following playing rules for U7/U8 will be used:
- (a) Players: 4v4, no goalkeepers; maximum roster of 8
 - (b) Field size: 40/35 x 25 (see appendices for all field markings and measurements)
 - (c) Ball size: 3
 - (d) Referees: 1 youth/coach ref; no offside; kick-ins/dribble-ins (no throw-ins)
 - (e) Duration of game: 4 quarters of 10 minutes
 - (f) Goal size: 4' H x 6' W (recommended); use of larger/smaller goals at discretion of the local club.
 - (g) These modifications are acceptable:
 - (1) *Simultaneous Games:* Teams maintain larger rosters 12 player maximum. Two fields are set up adjacent to one another with room enough to accommodate both "team benches" between the fields. Each team separates into two squads, one each, on both fields. Games are started simultaneously. Subs are made by each team into both fields.
 - (2) *Random Teams:* The entire age group is divided into training pools for weekday practices. The same training opportunities must be provided to all registered participants. Each weekend, the age group is divided into different teams for games.
 - (3) *Penalty Arc:* An area in front of each goal prohibiting contact with the ball – intended to discourage the placement of players in front of the goal.
 - (4) *All In Attacking Half:* In order for a goal to count, all players from the scoring team must be in the

attacking half of the field – intended to discourage the placement of players directly in front of the goal when the rest of the team is attacking.

- (5) *All opposing players retreat to their own half for goal kicks.* Opposing players can enter the half the moment the ball is back in play.
- (h) Clubs may play intra-association or inter-association by creating a playing league with other clubs. However, all clubs/teams must follow CAYSA rules.

- 7.1.3 **U9/U10:** If a club has additional and/or modified playing rules these rules must be provided to CAYSA, posted on the clubs website and distributed to all registered teams in the affected age group(s) at least two weeks prior to the start of fall and/or spring season play. Otherwise the following playing rules for U9/U10 will be used:
- (a) Players: 6v6; goalkeepers; maximum roster of 10 or
 - (b) 8v8; goalkeepers; maximum roster of 12
 - (c) Field size: 60/55 x 40/35 (see appendices for all field markings and measurements)
 - (d) Ball size: 4
 - (e) Referees: 1 youth ref; no offside; throw-ins; penalty kicks
 - (f) Duration of game: 2 halves of 25 minutes
 - (g) Goal size: 6v6: maximum of 6' x 18' (recommended) or 8v8: maximum of 7' x 21' (recommended); use of larger/smaller goals at discretion of the local club.
 - (h) These modifications are acceptable:
 - (1) *GK Rotation:* All players experience all positions during the season. No specialized goalkeeping role for one or two players.
 - (i) Clubs may play intra-association or inter-association by creating a playing league with other clubs. However, all clubs/teams must follow CAYSA rules.

7.2 BEST PRACTICES

- 7.2.1 **Age Group Considerations.** It is imperative for soccer organizations to acknowledge that its general approach to the game (coaching, training, philosophy, etc.) is dictated by the developmental characteristics of each age group. Age group team formation policies should also include players' developmental characteristics (i.e. existing skill set). Hence, players are not confined to an age group if their existing skill levels exceed those of a particular age group.

7.2.1.1 Developmental Characteristics

- (a) **U5/U6**
 - (1) Short attention span
 - (2) Most are individually oriented (me, mine, my)
 - (3) Constantly active – pace is “all out-crash- all out again”
 - (4) Little or no concern for team mates
 - (5) Gender development is equal at this age
 - (6) Hand-eye coordination not well developed
 - (7) Love to run and jump about
- (b) **U7/U8**
 - (1) A minimal increase in attention span
 - (2) Prefers to be around 2-3 close friends
 - (3) Still very active but (but can stand still for a short time)
 - (4) Does not want to fail in front of friends
 - (5) General physical coordination continues to develop
 - (6) Enjoys running, jumping, rolling and being very active
 - (7) Desire to imitate is strong
 - (8) Still do not understand pace
- (c) **U9/U10**
 - (1) Lengthened attention span
 - (2) Positive results from limited, inactive instruction are possible
 - (3) Genders are starting to develop separately, and girls tend to mature quicker
 - (4) Motor skills and hand-eye coordination are improving

- (5) Prefer to be identified with a team
- (6) Greater understanding and use of pace
- (7) Capable of more complex decision-making

7.2.2 Training and Game Emphases

7.2.2.1 U5/U6

- (a) Technical
 - (1) Fun games with and without ball
 - (2) Maximum involvement of all players (no elimination games)
 - (3) Limited technical instruction provided within fun game context
- (b) Tactical
 - (1) Attack one goal, keep other team from scoring in the other goal
- (c) Training Approach
 - (1) No laps, lines, lectures
 - (2) Emphasis on enjoyable activities involving movement with and without the ball
 - (3) 30 to 45 minutes duration
 - (4) 1v1 to 3v3 activities; all players active
 - (5) Much encouragement; focus on dribbling for individual possession
 - (6) Coach understands that U5-U6 soccer will not look like the “real soccer game”
- (d) Game Emphases
 - (1) Make experience as enjoyable as possible!
 - (2) No score-keeping or standings

7.2.2.2 U7-U8

- (a) Technical
 - (1) Fun games with and without ball
 - (2) Maximum involvement of all players (no exclusionary games)
 - (3) Technical instruction focused on individual possession and out-maneuvering
 - (4) opponents
 - (5) Training games using multiple goals and balls, ground balls, changes of pace
 - (6) and direction
- (b) Tactical
 - (1) Attack one goal, keep other team from scoring in the other goal
 - (2) How to keep ball in bounds
- (c) Training Approach
 - (1) No laps, lines, lectures
 - (2) Emphasis on enjoyable activities involving movement with and without the ball
 - (3) 45 to 60 minutes duration
 - (4) 1v1 to 3v3 activities; all players active
 - (5) Much encouragement
 - (6) Utilize “pictures” of techniques for players to imitate
- (d) Game Emphases
 - (1) Games are viewed as “more fun with the soccer ball!”
 - (2) No score-keeping or standings during season play
 - (3) No emphasis on positions or positional play

7.2.2.3 U9-U10

- (a) Technical
 - (1) Player-centered activities which emphasize comfort with the ball
 - (2) Technical instruction focused on individual possession, out-maneuvering opponents, and scoring goals
 - (3) Training games using multiple goals and balls, ground balls, changes of pace and direction, experimentation/individual expression with the ball
 - (4) Games of 3v3 to 5v5 encouraging skill over athleticism
 - (5) Repetitive opportunities to possess ball and score goals
- (b) Tactical
 - (1) All players attack and all players defend
 - (2) Teach how their movements and decisions affect teammates and opponents

- (3) Begin to introduce the principle of penetration with passing, where possible
- (c) Training Approach
 - (1) Regularly present challenges to solve (use of neutral players, multiple goals, score by stopping ball on end line, etc.)
 - (2) Emphasis on enjoyable activities involving movement with and without the ball
 - (3) 60 minutes of training with coach, up to 30 minutes of free play
 - (4) 3v3 to 5v5 activities; all players active
 - (5) Much encouragement
 - (6) Play includes competitive, fun activities
- (d) Game Emphases
 - (1) Promote ball skill and game awareness
 - (2) Score-keeping or standings are optional
 - (3) Limited attention to positional play; encouraging all players to attack and defend as a unit
 - (4) If a game is clearly in one team's favor, that team's coach must recognize the opportunity to work on other skills during the game (not continuing to press on for more goals).

7.2.3 Winning-Losing Throughout Division 4

- (a) Competition is a vital component – but a result-oriented environment is not
- (b) Focus remains on performance, not outcome
- (c) Winning games is inherent to physical activity and can be healthy and positive when it is not the focus. Skill-based objectives, then, are the focus. The result-oriented environment is likely to hinder players' developmental progress.
- (d) Games are the "tests" of what has been learned in training
- (e) Performance and process are paramount. Hence, conceding goals and losing games is part of the learning process. Team organization, position specialization, and "kick ball," may win games at these ages, but do not teach players the "real soccer game"
- (f) Similarly, an emphasis of ball control and passing may produce costly mistakes which again - must be recognized as integral to the learning process
- (g) It remains the responsibility of each coach, parent, and league to manage how competition is perceived and managed by the players.
- (h) Awards for DIV – Tournaments sanctioned by CAYSA where U7-U10 CAYSA teams are accepted may provide a competitive tournament and distribute awards based on standings. Tournaments may also offer a non-competitive event where no results are kept and/or awards given except participation.

7.3 Academy Program for U9/U10

7.3.1 Training Program

- (a) Training developed and overseen by certified/professional coaching staff
- (b) Game and training sequences are programmed to be preparatory to the select level
- (c) Curriculum based upon technical, tactical, training, and game emphases consistent with CAYSA Division 4 Best Practices
- (d) Program is inclusive of all players and families who desire instruction, structure, and commitment levels which exceed that of a traditional recreational program

(APPENDIX A)

**CAPITOL AREA YOUTH SOCCER ASSOCIATION
COACH'S ACKNOWLEDGMENT OF RESPONSIBILITY FORM**

I, _____ (type or print name) as coach of the team registered
with name of _____ (name of team) through
_____ (club name) and assigned the team code of

_____ (team code) do hereby certify to and accept the responsibility for the
eligibility of my players to compete in the competition in which we are entered or will participate in during
the current seasonal year.

I have examined the proof of age documents (birth certificate, passport, alien registration card issued by
the United States Government or certification by school registrar) for each of the players rostered to my
team and am satisfied that each is eligible to compete in the age group for which the team is registered.
Each of the players lives with a parent or legal guardian within the boundaries of the South Texas Youth
Soccer Association (STYSA) and has submitted a registration form signed by the player's parent or legal
guardian. If the registration form is signed by a legal guardian I have verified the documents issued by the
courts which appoint the individual as guardian. If a player on this team is not a minor and has signed his
own registration form I have verified that his residence is within STYSA Boundaries.

Signature of coach

Date

(APPENDIX B)

**CAPITOL AREA YOUTH SOCCER ASSOCIATION
ADMINISTRATIVE HANDBOOK CHANGE FORM**

Date:

Change number:

Submitted by:

Assoc. /Member:

Section 1. Proposed Rule Addition, Deletion, or Change

Is there currently a rule that applies? (Check one) Yes No

If YES, list the section(s) applicable in the CAYSA Constitution, By-Laws, or Rules

If NO, list the section(s) where the proposed change should be placed:

Primary Page Number(s): Secondary Page Number(s):

Rule Location (i.e. Constitution, By-Laws, etc...):

Title of Section to be changed, deleted or added:

Section 2. Rule as it presently reads (Underline the section of the rule which will be changed)

Section 3. Proposed Addition, Deletion and/or Change to Read (Delete the underlined text above and substitute in its place the following):

Section 4. Justification