

New York State West
Youth Soccer Association



Outdoor Tournament Manual



TOURNAMENT MANUAL

October 20, 2010

To: All NYSWYSA Member Clubs

Re: Tournament Manual

On behalf of the 70,000 registered youth soccer players of NYSW and the 270 member soccer clubs, the New York State West Youth Soccer Association is issuing their updated tournament manual.

The purpose of this manual is to provide guidelines to member clubs on how to conduct a successful outdoor tournament. While we understand that most clubs in NYSW currently host successful tournaments, the number of tournaments available to teams creates both financial and logistical pressures on all tournament hosts.

It is our intention to provide standardized operating procedures, which will minimize risks, and provide assistance to our members clubs in organizing and conducting your tournament. NYSWYSA wishes to assist you, our members, in maximizing the fun for the players and assuring an operating profit for the host organization.

No amount of tournament planning, regardless of how well it has been formulated, can be executed without the support of your volunteers. Their dedication and hard work are a major contribution to the success of your tournament.

Although tournaments are used to generate funds for your organization, the primary consideration in your decision making process should always be the best interest of the players and the game.

We would like to thank you for your cooperation and continued commitment to youth soccer.

Thank you.

New York State West Board of Directors

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WHY HOST A TOURNAMENT

The single most important question that a club should ask itself is "Why should we host a tournament?" The following are some of the reasons why clubs host tournaments.

1. The club finances their operations from the proceeds of the tournament.
2. The club has always had a tournament.
3. The economic impact for the community.
4. The players would like to play against different competition.
5. Our facilities would be a good place to host a tournament.
6. The club should host a tournament to make us better.
7. The tournament will allow college coaches to scout our players.
8. The members and volunteers of the club have extra time to spare.

IF THE ANSWER TO WHY HOST A TOURNAMENT IS ANY ONE OF THE ABOVE ITEMS OR A COMBINATION OF THEM, THEN DO NOT HOST A TOURNAMENT.

YOUR ANSWER TO THE QUESTION "WHY HOST A TOURNAMENT" MUST BE ALL OF THEM EXCEPT NUMBER SEVEN IN SOME CASES.

Only those clubs that follow the US Youth Soccer and NYSWYSA tournament hosting rules and are well planned and managed will be able to successfully Host a Tournament. Everyone connected with your tournament must be totally dedicated to making it the best that it can be to be counted among the survivors.

DEFINITION OF OUTDOOR TOURNAMENT

NYSW defines an outdoor tournament in which the

- (1) The games are competitive and played outdoors.
- (2) A score is recorded between the teams
- (3) Standings are maintained and winners of each age bracket are determined
- (4) Awards may or may not be given to winning teams
- (5) Registered USSF referee(s) are used
- (6) Teams may play anywhere from 3 v 3 to 11 v 11
- (7) Abide by all rules of US YOUTH SOCCER and NYSWYSA hosting agreements
- (8) Abide by the Laws of the Game (FIFA)

DEFINITION OF OUTDOOR FESTIVAL OR JAMBOREE

NYSW defines an outdoor jamboree or festival in which the

- (1) The games are not competitive and played outdoors.
- (2) No score is recorded between the teams
- (3) Standings are not maintained and no winners are determined
- (4) No awards are given to teams.
- (5) Participation awards are given to players
- (6) A registered USSF referee is used
- (7) Teams play anywhere from 3 x 3 to 9 v 9 depending on age group
- (8) Abide by all rules of US YOUTH SOCCER and NYSWYSA hosting agreements
- (9) Abide by the Laws of the Game (FIFA)
- (10) The format of brackets play is round robin.

PURPOSE OF HOSTING AGREEMENT POLICY

Because of the popularity of outdoor tournaments in New York State West and the limited number of calendar dates, referees, and fields available that are available to host tournaments, the NYSWYSA has implemented an Outdoor Tournament Hosting Policy.

The NYSWYSA is trying to standardize tournament operating procedures, minimize risks, and offer to our member clubs help in organizing and conducting successful outdoor tournaments. We want to maximize the fun for the players and operating profit for the host organization .

This policy has been implemented to help the clubs, referee organizations, and the youth soccer players of NYSW.

EFFECTIVE DATES

This policy became effective September 1, 2000. This policy should be considered mandatory reading if you plan to host an outdoor tournament. In addition, the hosting organization must fully comply with the US YOUTH SOCCER Policy on Hosting Tournaments or Games, dated March 4, 2007 and the current NYWS Outdoor Tournament Hosting Policy dated October 20, 2010.

APPROPRIATE FORMS

There are several forms that a hosting organization must be familiar with and understand prior to applying to host an outdoor tournament.

1. US YOUTH SOCCER Policy on Hosting Tournaments or Games manual. This is available on the NYSWYSA Web site, NYSWYSA State Office in Corning, New York, or the US YOUTH SOCCER website.
2. NYSWYSA Outdoor Tournament Policy dated 10-20-10. This is also available on the NYSW web site or state office.
3. Application to Host a Tournament or Games Form. This is completed on-line when using the tournament application process on the NYSW website.
4. US Youth Soccer Tournament Hosting Agreement. This is completed on-line when using the tournament application process on the NYSW website.
5. NYSWYSA Assignor Certification form available on the NYSW web site or state office and included in this manual.
6. NYSWYSA Permission to Host Form Acceptance Letter. This letter will be sent to the Hosting Organization from the NYSW state office.

CHECK LISTS FOR CLUBS

1. Has your club decided to Host a Tournament?
2. The application process is done on-line at the NYSW website.
3. All supporting forms to host a tournament in the current seasonal year must be postmarked by November 1 of the current seasonal year and forwarded to the NYSW state office.
 - a. Assignor Certification form.
 - b. Field Approval or Request form.
 - c. A check to cover the application and the bond fee for \$200.00 payable to NYSWYSA.
 - d. A signed copy of the Application to Host.
 - e. A signed copy of the US Youth Soccer Hosting Agreement.

WHAT A HOSTING ORGANIZATION SHALL DO

SUBMIT HOSTING APPLICATION

Via the on-line tournament application and all other required documents/forms and fees to the NYSWYSA no earlier than September 1 of the current seasonal year but before November 1 for tournaments and/or festivals or jamborees to be held during the soccer seasonal year.

FOLLOW RULES IN PART III US YOUTH SOCCER POLICY ON HOSTING TOURNAMENTS OR GAMES MANUAL

Dated March 4, 2007 and pay particular attention to sections 3, 4 or 5, and 6 of this policy.

Any organization found to have violated the US YOUTH SOCCER or NYSWYSA hosting policies, will be subject to disciplinary penalties, which may include being denied permission to travel to and /or permission to host future tournaments or festivals or jamborees.

SUBMIT ASSIGNOR CERTIFICATE

Submit an assignor certification form signed by a certified assignor (or his/her designee) confirming the availability of a sufficient number of officials for the specified tournament or festival/jamboree.

SUBMIT TOURNAMENT RULES WHICH WILL INCLUDE

1. Number of fields that will be utilized and their locations
2. Have a clear and concise policy on the penalty for a coach ejections and a player receiving a red card. In particular this policy shall contain a stipulation saying that any such penalty which cannot be fully served during the present tournament(festival/jamboree), must be completed during the next regularly scheduled US YOUTH SOCCER sanctioned event(not to include any National Championship Series matches [State Cup]).

SUBMIT A LETTER ON THE TOURNAMENT SITE FACILITY

Granting the tournament host use of their fields for the dates specified on the Host Application Form. This letter shall specify the number of fields and their locations. In the event the field approval or locations are not certain at the time of the filing of the Hosting Application, the hosting organization may (in lieu of the above mentioned letter) include a statement indicating the number of fields and their locations.

In this case the letter from the tournament site facility shall be filed with the NYSWYSA office no later than sixty days prior to the date of the tournament-festival/jamborees. Failure to comply will be considered a violation of the NYSWYSA hosting policy.

ATTACH TO THE HOSTING APPLICATION A \$100. NON REFUNDABLE
Application fee in the form of a club check made payable to NYSWYSA.

ATTACH TO THE HOSTING APPLICATION A \$100. REFUNDABLE

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Tournament bond in the form of a club check made payable to NYSWYSA. (One check for \$200.00 for both fees is acceptable). This bond will be refunded upon the NYSW state office a POST TOURNAMENT REPORT within thirty (30) days after the conclusion of the tournament-festival/jamboree.

Failure to submit the post tournament report within the required number of days shall result in the forfeiture of the bond(\$100).

EVERY TOURNAMENT/JAMBOREE/FESTIVAL DIRECTOR

Must attend a mandatory Tournament Host meeting held in conjunction with the NYSWYSA Annual General meeting each November. Each year the exact date, time, and location will be announced in a special mailing and on the NYSW web site. Tournament/festival/jamboree approval may not be granted, and the tournament bond will be forfeited if a Tournament Host Director or official does not attend.

WHAT A HOSTING ORGANIZATION SHOULD KNOW

TIMELINES AND LATE FEES

NYSWYSA is not required to accept or approve any Application to Host a tournament or festival/jamboree submitted outside the established time period of between September 1 and November 1. Applications received after November 1 will be considered on a first come, first serve basis and will be processed within five business days of receipt at the NYSW state office. They must be accompanied by the following late fees, which are in addition to the regular application fees and bond fees. There may also be an additional late fee required by US YOUTH SOCCER.

- (1) Sixty days or more prior to the tournament/festival/jamboree \$100.
- (2) Less than sixty days prior to the tournament/festival/jamboree \$200.

INCOMPLETE APPLICATIONS

NYSWYSA will consider applications incomplete if all of the above rules are not followed by a hosting organization. Incomplete applications (along with any fees submitted) will be returned within five business days of receipt and coonsidered as not having ever been submitted. The reason(s) for considering the application incomplete will be explained in an accompanying letter.

FESTIVALS OR JAMBOREES U10M AND YOUNGER

All U10 or younger age division play in tournaments must be advertised, marketed as festivals or jamborees. Format of play must be round robin with no game results recorded or posted. There shall be no awards based on win-loss records or points for these age divisions-only participation awards for all players. Play in these age groups divisions shall be in accordance with established US YOUTH SOCCER guidelines with the additional specific requirements.

- a. In the U9 and U10 age divisions, they must play no more than 7v 7 including the goalkeeper, on a field with maximum dimensions of approximately 60 x 40 yards with modified goals.
- b. Effective 1-1-03 the U11 age division must play 9 v 9 including the goal keeper on a field with maximum dimensions of 85 x 60 yards with full size goals.

ALL OUT OF STATE PERMISSION TO TRAVEL

For teams participating in the tournament shall be kept on file by the hosting organization for one year after the tournament/festival/jamboree and shall be made available to NYSW upon request. Most states inside US Youth Soccer Region I have relaxed the requirement for permission to travel. The tournament should become familiar with this policy. Teams coming to your tournament from outside Region I need permission to travel.

IF THE TOURNAMENT IS CANCELLED

The application fee will be forfeited, and the tournament bond will be returned only if the cancellation is not the fault of the hosting organization. Lack of teams is no fault. Failure to secure fields is the responsibility of the host committee. Therefore the bond would be forfeited.

APPROVAL OF HOSTING APPLICATIONS

Received after September 1 but before November 1 will be processed as follows:

1. when there is only one application for a particular date in a district, the application shall be approved and processed within five business days following the mandatory host meeting per the criteria outlined in sections 3, 4 or 5, and 6 in the US YOUTH SOCCER Policy on Hosting Tournaments or Games.
2. when two or more applications are for the same dates in a district, the applications shall be approved and processed with five business days following the mandatory host meeting per the criteria outlined in sections 3, 4 or 5, and 6 in the US YOUTH SOCCER Policy on Hosting Tournaments or Games. This includes the provision that a certified assignor(or his/her designee) signs the assignor certification form for all applications.
3. when two or more applications are for the same dates in a district, and at least one host organization assignor's certification is not signed, the following process will be used in the order listed. (Note: in this case only will an unsigned assignor certification form not automatically result in the application bring rendered incomplete).
 - a. all clubs requesting the same dates in a district will be contacted no later than one week prior to the tournament/festival/jamboree Host meeting and asked about the possibility of reducing the number of matches utilizing more than one official.
 - b. if there can be an agreement to reduce the number of referees required so that the certified assignor (or his/her designee) determines there is a sufficient number of officials available and signs the Assignor Certification form for all the applicants, all applications shall be approved per sections 3, 4 or 5, and 6 of the US YOUTH SOCCER Policy on Hosting Tournaments or Games.
 - c. if the Certified Assignor (or his/her designee)determines that there is an insufficient number of officials available and thus cannot sign the Assignor Certification form for all applications, a random draw will be held during the Tournament/Festival/Jamboree Host Meeting at the NYSW Annual General Meeting in November. The first club drawn shall have their application approved. Subsequent clubs drawn shall also have their applications approved until the supply of officials is exhausted.

APPROVAL LETTER TO HOST ORGANIZATION

Once your tournament has been approved, you will receive electronic notice from NYSW. In addition you will receive a hardcopy of your application to host bearing NYSW's stamp and approving signature.

US YOUTH SOCCER POLICY ON HOSTING TOURNAMENTS OR GAMES-HIGHLIGHTS

PURPOSES

The Policy on Hosting Tournaments or Games outlines the policy and procedure of US Youth Soccer for hosting tournaments and games. Its purposes are

- (1) to ensure that standardized and uniform practices are followed by all organizations that are approved to host a tournament or games under this policy so that any team participating in an approved tournament or games can know that the tournament or games will be conducted openly, fairly, and in accordance with applicable requirements.
- (2) to define the responsibilities of hosting organizations to their visitors.
- (3) to ensure that prior approval of the appropriate State Association of US Youth Soccer, United States Soccer Federation, and FIFA is sought for tournaments or games involving US teams and for foreign teams coming to the US; and
- (4) to ensure that all disciplinary actions arising out of tournament or games play are referred to the home State Association for appropriate action.

APPLICATION

This policy applies to tournaments and games hosted by a member of a State Association or an Affiliate or by a State Association or Affiliate

THIS POLICY DOES NOT APPLY TO THE US YOUTH SOCCER NATIONAL CHAMPIONSHIP SERIES (STATE CUP).

ENFORCEMENT

It is the responsibility of a State Association approving the Hosting Agreement to ensure that this policy is followed. Failure to follow this policy, may result in imposition of penalties, denial of permission to host in the future, and suspension and termination of membership of the parties responsible.

HOSTING APPROVAL

- (1) Only a hosting organization that is in good standing with US YOUTH SOCCER may apply for, and be granted, permission to host a tournament. When an organization or individual that is not such a hosting organization provides sponsorship for a tournament or games, approval to conduct the tournament is granted only to that host organization and not the sponsor.
- (2) A hosting organization that hosts a tournament without having approval to host or not otherwise complying with the requirements of this part is subject to penalties by its State Association or

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Affiliates and US YOUTH SOCCER, including monetary penalties, denying of permission to host in the future, revocation of any approval given to host a tournament or games that have not yet occurred, and suspension and termination of membership of the parties responsible.

RESPONSIBILITIES OF HOSTING ORGANIZATION

- (1) A hosting organization shall comply with the terms of its approved Tournament Hosting Agreement and its invitation to all visiting teams. In addition, reasonable assistance should be provided to the visiting teams and participants during their stay. In the spirit of good sportsmanship, visiting players, coaches, and parents should, be treated as welcome guests.
- (2) A hosting organization is prohibited from
 - (A) requiring a team to use only accommodations approved or provided by the hosting organization or other organizations.
 - (B) advertising by any means the tournament or games it is hosting until it has received all approvals required by this policy
 - (C) modifying or marking in any way original rosters or members passes
 - (D) registering any player, coach, or team official or issuing any member pass

HOSTING A RESTRICTED TOURNAMENT OR GAMES

These procedures apply when hosting **ONLY** US Youth Soccer State Association or US Youth Soccer Affiliate teams for tournaments or games. US Club, AYSO, and SAY are **NOT** US Youth Soccer Affiliates.

- (1) not later than the date established by the State Association for submitting an Application to Host a Tournament, the hosting organization must submit to the State Association, and if any game of a tournament is to be played in another State Association, to that State Association for approval
- (2) a completed Application to Host a Tournament, signed by the President or chief officer of the hosting organization; an incomplete application will be returned and considered as not having ever been submitted.
- (3) a completed Tournament Hosting Agreement, with appropriate supporting documents and information, signed by the president or chief officer of the hosting organization and by the tournament director
- (4) a copy of the rules for the tournament
- (5) any fees required by the state association for processing the application
- (6) the State Association is not required to approve any application not submitted in a timely manner. If the application is not timely submitted, the State Association may accept the late filing of the application and charge a late fee. The hosting organization shall consult the State Association for its specific policies and fees.
- (7) if the documents submitted are in order and in compliance with the State Association, appropriate fees paid, and the hosting organization is in good standing, the State Association shall approve the application. On approval the State Association shall return a copy of the approved application to that hosting organization and a copy to US YOUTH SOCCER.

HOSTING AN UNRESTRICTED TOURNAMENT INCLUDING INTERNATIONAL TEAMS (TEAMS FROM OUTSIDE THE UNITED STATES) AND OTHER UNITED STATE SOCCER FEDERATION MEMBERS

The provisions below are **in addition** to those required as stated above for hosting a tournament. All provisions for hosting a restricted tournament must also be complied with. This section applies when hosting one or more foreign teams for a tournament, whether that tournament includes games between US teams and foreign teams or foreign teams only. A foreign team is any team outside the 50 USA states and the District of Columbia. Also included are other members of USSF, ie. US Club Soccer, AYSO, SAY, etc.

1. Not later than the date established by the State Association for submitting an Application to Host a Tournament, the hosting organization must submit to its State Association, and if any game is to be played in another State Association, to that other State Association for approval
 - (1) a completed Application to Host a Tournament, signed by the president or chief officer of the hosting organization; an incomplete application will be returned and considered as not having been submitted.
 - (2) a completed Tournament Hosting Agreement, with appropriate supporting documents and information, signed by the president or chief officer of the hosting organization and by the Tournament Director.
 - (3) a copy of the Rules for the Tournament. The rules must provide for a point system of three points for a win, one point for a tie, and no points for a loss.
 - (4) In any age group older than 16 years of age, the rules must specify FIFA LIMITED SUBSTITUTION rules.
 - (5) a copy of the completed US Soccer forms Application to Host a Tournament involving Foreign Teams and Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act, submitted directly to US Soccer and
 - (6) any fees required by the State Association for processing the application.
2. The State Association is not required to approve any application not submitted in a timely manner. If the application is not timely submitted, the State Association may accept the late filing of the application and charge a late fee. The hosting organization shall consult the State Association for its specific policies and fees.
3. If the documents submitted are in order and in compliance with the State Association, appropriate fees paid, and the hosting organization is in good standing, the State Association shall approve the application. On approval the State Association shall return a copy of the approved application to that hosting organization and a copy to US YOUTH SOCCER

NOTE: WHEN HOSTING MORE THAN ONE OR MORE FOREIGN TEAMS, THE HOSTING ORGANIZATION MUST FILE TWO SETS OF APPLICATIONS AND HAVE BOTH APPROVED:

- (1) A US YOUTH SOCCER APPLICATION TO HOST A TOURNAMENT, INCLUDING ATTACHMENTS, MUST BE FILED WITH ITS STATE ASSOCIATION AND APPROVED BY THE STATE ASSOCIATION AND
- (2) A USSF APPLICATION TO HOST A TOURNAMENT OR GAMES INVOLVING FOREIGN TEAMS AND CERTIFICATION MUST BE FILED WITH USSF AND APPROVED BY USSF. BOTH APPLICATIONS MUST BE APPROVED BEFORE HOSTING ANY FOREIGN TEAMS.

PROCEDURE FOR INVITING TEAMS

When inviting teams to an approved tournament, the invitation to each team must include the following.

- (1) a copy of the approved US YOUTH SOCCER Application to Host a Tournament
- (2) a copy of the rules and regulations governing the tournament
- (3) a statement that all teams must have current member passes of US YOUTH SOCCER or other approved organization of which the team is a member.
- (4) a statement that the team must follow the applicable procedures of this policy
- (5) a statement that USSF rules regarding the use of the USSF registered referees only will be followed, unless USSF has granted a waiver to allow use of authorized referees from another country.

The invitation should include the following:

- (1) the name, address, and phone number of the tournament director
- (2) if accommodations, transportation, or meals are provided, a description of what will be provided
- (3) expenses for which the visiting teams are responsible, such as entry fees, referee fees, meals, lodging, transportation etc.

PROCEDURES AFTER TEAM ACCEPTANCE

Once a team has been accepted into a tournament, the following should be sent to that team at least thirty days before the starting date of the tournament.

1. a complete copy of the rules and regulations of the tournament
the dates, times, and places of any coaches meetings
2. if accommodations are not being provided, a list of hotels and motels in the vicinity of the tournament, their phone numbers, fax numbers, and rates.
3. if transportation is not being provided, a list of rental car agencies and other transportation providers in the vicinity of the tournament, their phone numbers, fax numbers, and rates
4. what publicity information, if any, is required including pictures, player and coaches biographies, team accomplishments etc.

POST TOURNAMENT REPORTS

The hosting organization must submit a post tournament report, as the case may be, to the State Association within thirty days after the conclusion of the tournament. This report shall include documentation of any incidents involving ejections or cautions. This documentation needs to include the team names and the names of the parties involved in these incidents. The State Association will in turn submit that documentation to the visiting teams home State Association. The hosting organization should use the post tournament report that is found on the NYSW website.

Any incident of referee assault or abuse by a player, coach, manager, club official or game official or other incidents of a serious nature, must be reported to the alleged offender's club or league and home State Association immediately, but in no event no later than 48 hours after an incident of referee

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assault or abuse. Any passes held at the end of the tournament should be forwarded to the state office. Failure to submit your post tournament report within 30 days of the event will result in forfeiture of your bond.

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HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

FORM A STRONG TOURNAMENT COMMITTEE

The single biggest factor for a club to host a successful tournament is to select a TOURNAMENT DIRECTOR who is willing to put the effort into ensuring a successful tournament. This person must be willing to direct a staff of volunteers for an entire year.

The tournament committee should consist of the following but not limited to

VOLUNTEERS

VOLUNTEER RECRUITMENT IS THE MOST IMPORTANT FUNCTION OF THE COMMITTEE AND SHOULD BEGIN IMMEDIATELY.

ASSIGNMENTS

Should be determined by individual's area of experience or interest.

ORGANIZATION

Director

Assistant Director

Secretary

Treasurer

Coordinators and Tasks

Acceptance and thank you letters	Advertising
Awards	Calendar of Events
Coaches Meeting	Code of Conduct
Community Relations	Communications
Concessions	Entries
Facilities	Field Marshall's
Field Contracts, Liability Issues	Hotels-Motels-Billeting-Hotel Form
Ice and Water on Fields	Logistics
Medical, Release's, EMT's,	Post Tournament Report
Programs	Referees, Requirements, Check List
Registration Procedures and Requirements	Risk Management Requirements
Rules and Application to Host	
Scheduling	Safety-Lightning-Checklist
Scoring, on field and at tent, Game Cards	Souvenirs
Sponsors	Tents, Tables, Chairs, Carts, Scoreboards
Treasurer, Budgets, Checking Accounts	Website and use of E Mail

REMEMBER

Your tournament and community will be judged on the personality of your volunteers.

HAVE FUN

BE PATIENT

SMILE EVEN WHEN DIFFICULT

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HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

TYPICAL ORGANIZATION CHART AND RESPONSIBILITIES

DIRECTOR	Overall Responsibility-Recruit Volunteers
ASSISTANT DIRECTOR	Application to Host and State Meeting Awards purchase, presentation, photos Calendar of Events Post tournament report Recruit volunteers Tournament Rules
SECRETARY	Acceptance letters to entrants Goody bag for all registered teams Minutes of all Meetings Thank you letters to all teams Welcome letter for all teams
TREASURER	Budget-Checking Account
COMMUNICATIONS	Availability of outside telephones Between fields and locations Community Relations Media releases
CONCESSIONS	Setup, purchasing, sales, health certificate
FACILITIES	Field Marshall's Field contracts and sizes Goals, nets, lining, corner flags Liability issues Rest Rooms Tents, tables, chairs, golf carts
HOUSING	Billeting coordination if any Hotel-Motel Contracts Information to teams Team information form
MEDICAL-SECURITY-SAFETY	Ambulances Athletic Trainers Emergency Medical Trainers Final decision on injured person Safety issues Security issues Water and ice for fields

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HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

TYPICAL ORGANIZATION CHART AND RESPONSIBILITIES

DIRECTOR	Overall Responsibility
REFEREE	Check list for referees Coordinate needs of tournament Work with assignor
REGISTRAR	Coaches and manager's meeting Code of Conduct form Game cards Medical releases Registration procedures and requirements
REVENUE	Advertising Programs Souvenirs Sponsors
SCHEDULING	Develop schedule Notify teams of schedule and any changes Review schedule with referee assignor Scoring at tent
WEBMASTER	Communications E mails Results

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HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

CONCERNS FOR A TOURNAMENT DIRECTOR

These are situations that can create injuries, disabilities, deaths, and law suites. Each item has more than likely happened and many more than once. These should be considered, dealt with, and communicated to your tournament staff.

- | | |
|----------------|---|
| Parking | Cars allowed to park anywhere space can be found, behind goal posts, close to the playing field, or on other people's property. Cars are damaged, windows broken, and property is damaged. |
| Tents | Poorly constructed or anchored tents which will blow away during a wind storm. Personal items left in tent. |
| Lightning Scan | Are the batteries in the lightning scan new? Is the lightning scan in working order? |
| Golf Carts | Drivers should be restricted to named persons only, no substitutes allowed. Carts could injure people, if not driven properly, parked or shut off when parked and key removed. |
| Beverages | Does everyone associated with the tournament know that alcoholic beverages or drugs on site or in one's possession on site, is cause for immediate ejection from the tournament. |
| Bleachers | Are they too close to the fields? If they have too many people on them, will they collapse? Were they inspected before the tournament? |
| Security | Security should be notified of the tournament and the number of people expected. Crowd control, parking, theft, molestation, pick pockets, kidnapping, and injuries may arise. |
| Goal Posts | Are they anchored properly? Are there any tears or rips in the nets? Are there enough for the fields required? Who will install and return the goal posts? |
| Injuries | Is there sufficient water and ice at each field for every game?
Are there trainers and EMT's on site?
Is an ambulance on site?
Have you reviewed with the trainers and EMT's who makes the final decision to call an ambulance and when to call? |
| Entries | Have all teams paid? Is the schedule set/ |

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HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

CONCERNS FOR A TOURNAMENT DIRECTOR

- Injuries** Is an ambulance on site? If not, is the emergency number given to each trainer along with a cell phone to make the call for an ambulance?
Have you notified the local ambulance company of the tournament and the possibility you may be using them?

Have safety guidelines been established for serious injuries?
- Referees** Does each referee have a copy of the tournament rules?
Is the referee assignor on sight? If not have they given the tournament coordinator the referee schedule and a number they can reached for no shows?

Have you reviewed with the referee assignor and have they communicated exactly what their authority is during an emergency situation such as lightning, storm fronts, and crowd control.
- Vendors** Do third party vendors have insurance to protect the tournament from injuries or liability issues?
- Sponsors** Is the agreement with tournament sponsors on advertising, and having them do their own thing all set?
- Foreign teams** Do you have foreign teams playing? If so, does your rules include and do the teams understand the limited substitution rule for the U17-U19 age groups?
Do foreign teams have insurance?
- Concessions** Has the tournament received the local Board of Health approval to sell concessions? Do you collect sales tax on concessions?
- Registration** Is the registration procedure set and will it be fully staffed come game day? Some needs are player passes, rosters, medical releases, or whatever else your tournament requires.

Is the procedure set to decide what to do for teams that show up without any of the above or do not have a permission to travel?
- Photos and Awards** Who will take the pictures of the winning teams? Who will take the awards to the fields? Who will pass out the awards?

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HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

CHECKLIST OF TO BE DONE ITEMS-SAFETY

All tournament committee members, coaches, and officials should have a checklist of items needed for the tournament. Volunteers do not work at tournament thinking about safety. As a result, Safety is out of mind.

There are many tournaments throughout the year in which officials have care custody, and control of someone else's child. They have the moral and legal obligation to see that the safety of each player is part of the everyday routine.

OFFICIALS

- Work with only an experienced assignor and game scheduler.
- Assign a tournament safety coordinator.
- Have an experienced official at all sites.
- Have an experienced referee assignor at all sites.
- Have trainers at all sites.

EMERGENCY CONDITIONS

- Every site must have work able and available cell phones available every minute.
- Notify the nearest ambulance company before the tournament.
- Make sure the field and site coordinator has the number of the ambulance.
- Know location of nearest hospital.
- Know number of nearest police department.

FIELD CONDITIONS

- Are goal posts anchored?
- Are edges rounded on goal posts?
- Are posts welded properly?
- Is all glass/foreign objects removed from field?
- Are sprinkled heads seated properly?
- Are corner markers covered?
- Are the fields in playable condition and are there any ruts on fields?
- Are benches and stands sufficiently back from fields?
- Are players and parents on opposite sides?
- Are the fields marked with a three foot restraining lines for spectators?

MEDICAL INFORMATION

- Are there any special needs players?
- Do you have medical releases to treat players?
- Insist that medical releases have parent's group health insurance

NEW YORK STATE WEST YOUTH SOCCER ASSOCIATION

HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

CHECKLIST OF TO BE DONE ITEMS-SAFETY

TEAM CONDITIONS

- Is there sufficient time for teams to warm up properly?
- Prohibit non-acceptable activities or behaviors.
- Place teams together of similar ability.

SCHEDULE

- Provide area for teams to warm up pre-game.
- Never force teams to travel in a hurry.
- Notify teams of schedule before the tournament.
- Do not schedule game times close to darkness.

EQUIPMENT

- Is communications between sites and fields all set?
- Are their EMT's or first aid at all sites?
- Is there sufficient water and ice at all fields?
- Are game balls provided by tournament in good condition?

WEATHER

- Is the Lightning Scanner working?
- What is the weather? High winds? Thunderstorms?

REFEREES

- Enforce a fair and safe atmosphere:
- Assign referees according to their experience level.
- Do not let inexperienced referees do high level games.
- Cancel games when competent referees are not available.

NEW YORK STATE WEST YOUTH SOCCER ASSOCIATION

HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

RESPONSIBILITIES OF COMMITTEES

DIRECTOR

Overall Responsibility

RECRUIT VOLUNTEERS

Receive entries to better track progress of registration process
Determine tournament schedule-six weeks in advance
Be accessible to all committee members

Keep abreast of all areas of planning on one-on-one basis with each committee

Delegate authority and responsibility—Let people do their job. Be sure they do it.

KEEP IT SIMPLE. IF IT IS NOT BROKEN DO NOT FIX IT.

Be Fair.....Be Firm

Assume nothing. Take nothing for granted.

ALWAYS HAVE A BACK UP PLAN. BE PREPARED FOR THE WORST-CASE SCENARIO. REFEREES NOT SHOWING, HEAVY RAINS, NO SHOW TEAMS, INJURIES, IMPROPER PAPER WORK, FIELD ISSUES, PARENT COMPLAINTS

THINK

Is the decision I am making in the best interest of the player and the game?

ASSISTANT DIRECTOR

Recruit Volunteers

Prepare and submit Application to Host to NYSW.

Attend NYSW Tournament meeting

Be prepared to assume all responsibilities of director if need arises

Prepare the tournament's Calendar of Events

Prepare tournament rules

Prepare Post Tournament Report with recommendations

Purchase (negotiate costs) awards and presentation of them

Select photographer and coordinate pictures and awards

NEW YORK STATE WEST YOUTH SOCCER ASSOCIATION

HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

RESPONSIBILITIES OF COMMITTEES

SECRETARY

- Prepare and mail acceptance letters to entrants
- Prepare Goody bag for all registered teams
- Record minutes of all meetings
- Coordinate mailings of all entry forms
- Implement mailings to all business and sponsors
- Prepare and mail thank you letters to all teams
- Prepare and mail welcome letter to all teams
- Distribute post tournament report to committee members

TREASURER

- Open up two signature tournament checking account.
- Prepare tournament budget and fiscal policy.
- Check with state and local taxing authority to ensure no taxes will be due from money making event.
- All checks, cash, purchase orders and invoices funneled through treasurer.
- Approves, or is part of approval process, all tournament contracts
- Collect concession and souvenir revenue on a timely basis during game day
- Pay all invoices as soon as possible following completion of tournament
- Prepare final tournament profit and loss
- Coordinate with all vendors and concession committee for change
- Determines policy for no co-mingling of tournament funds
- Reviews concession policy of collecting cash
- Complete post event tournament report with recommendations.

COMMUNICATIONS

- Ensures availability of outside telephones
- Ensure communications between fields and outside locations
- Make available to everyone emergency phone numbers
- Make available cell phones at all fields and headquarter tents
- Prepare press release to news agencies
- Responsible for community relations with local officials
- Prepare all media releases with announcements and scores
- Have local officials present at tournament
- Promote headquarters hotel
- Don't be shy. Publicize your tournament.

NEW YORK STATE WEST YOUTH SOCCER ASSOCIATION

HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

RESPONSIBILITIES OF COMMITTEES

CONCESSIONS

- Organize committee early and meet often during year.
- Determine location requirements based on field locations and a number of teams
- Locate sources for all consumable concessions at best available prices
- Order, arrange for pick up or delivery, merchandise to stock all stands at all sites
- Arrange with financial manager mutually agreeable system to handle income
- Arrange for local health certificate
- Plan for returning any unused merchandise
- Determine selling prices of all merchandise
- Complete post event report with recommendations.

FACILITIES

- Secure facilities and review contracts with tournament director
- Determine field sizes required
- Obtain required goals, nets, and corner flags
- Determine liability issues if facilities are damaged
- Determine rest room requirements and order Port-O-Johns
- Order all tents, tables, golf carts
- Secure Field Marshals for all fields
- Instruct Field Marshals to
 - Summon medical assistance at field
 - Notify headquarters tent of any problems at field
 - Never voice an opinion at the field; that is referees job
 - Be helpful and courteous
- Determine parking plan especially handicap parking
- Complete post event report with recommendations.

NOTE: FIELD MARSHALS ARE SUBJECT TO THE SAME RULES AS REFEREES ON ASSAULTS ALONG WITH MEDICAL DIRECTOR.

NEW YORK STATE WEST YOUTH SOCCER ASSOCIATION

HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

RESPONSIBILITIES OF COMMITTEES

HOUSING

The U S Youth Soccer Travel and Tournament manual states that:

A hosting organization is prohibited from requiring a team to use only accommodations approved or provided by the hosting organization or other organizations.

Your application will be rejected if this part of the policy is violated.

Contract with local hotels and motels.

Determine and book host hotel for coaches meeting and possible registration

Coordinating with visiting teams on rooms

Create team Hotel Information sheet for registration

Coordinate host billeting teams if available

Best Alternative for Rooming---Have your local Chamber of Commerce or a travel agent be responsible for booking all rooms.

Determine best room override rate for tournament.

Work with referees group (or travel agent will do this) on room needed.

Work with hotels on comp rooms (travel agent will do this)

MEDICAL-SECURITY-SAFETY

IF A SUITABLE PERSON IS NOT AVAILABLE FOR THIS POSITION, STOP ALL FURTHER ACTIVITY AND CANCEL YOUR TOURNAMENT.

Determine if an on site ambulance is available. If not, contract with
Ambulance company for immediate response.

Contract with athletic trainers and Emergency Medical Trainers

Determine who makes final decision on injured person

Has complete and total authority to make any decision that relates to the health, safety, and well being of any player, coach, referee, and spectator. Judgments will not be over ruled even by tournament director.

Ensures cell phone is available at all sites with emergency information for ambulance and police.

Ensures water and ice are at all fields

Completes post event report with recommendations

NEW YORK STATE WEST YOUTH SOCCER ASSOCIATION

HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

TYPICAL ORGANIZATION CHART AND RESPONSIBILITIES

REFEREE

- Prepares check list for referees
- Coordinate needs of tournament to assignor
- Provides tournament rules for referees
- Provides tent, chairs, water, and any other need of referees
- Provides NYSW Referee Certification form for Hosting Application

CHECKLIST

- Dates of Tournament
- Location of fields-What age groups at what location?
- How many teams entered?
- Will club linesmen be used?
- When will final schedule be ready?
- Will all age group use a three person system?
- What game lengths for each group
- What is starting and ending time of games
- What is compensation for the referees?
- What is the playoff and finals format?
- Tournament rules for referees
- Where are the facilities for the referees?
- Will referees be paid for mileage?
- Will referees be provided hotel rooms? If so, where
- Is there a referees meeting before start of tournament
- Notify referees are responsible for signing each coaches score card
- What is the basis of allowable protests?
- How will referees be paid?
- How much will a referee assignor be paid

NEW YORK STATE WEST YOUTH SOCCER ASSOCIATION

HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

TYPICAL ORGANIZATION CHART AND RESPONSIBILITIES

REGISTRAR

- Hold a coaches and manager's meeting if any
- Prepare Code of Conduct form for teams
- Prepare game score cards
- Determine, organize and be responsible for registration procedure
- Review all medical releases
- Responsible for reviewing Permission to Travels, Player Passes, and Rosters
- Is part of Protest Committee
- Do not mark out of state team player passes. They do not have to be laminated.

REVENUE

- Develop tournament logo with other committee members for souvenirs
- Develop advertising plan
- Begin advertising six months in advance of tournament
- Pay teams in club a commission for generating sales
- Identify printer early in process
- Select volunteer to coordinate program and data entry
- Determine and acquire high profit souvenirs to sell
- Recruit tournament sponsors
- Develop tournament tee shirt pre order tee shirt for-heavy on L and XL

DO NOT BUY ITEMS FOR RESALE WITH PROBABILITY OF LEFT OVER INVENTORY

SCHEDULING-ENTRIES

- Director does schedule
- Online entries must be made available with entry fees mailed to tournament
- Entry forms posted on web and mailed four to five months before tournament
- Cut off dates if four to five weeks before tournament
- Best way to recruit is word of mouth, positive experience for teams, on line
- Quality is more important than quantity
- Notify teams of schedule and any changes
- Review schedule with referee assignor
- Teams are provided a score card. Return to scoring tent after each game
- Secure, setup, and maintain score books
- Create master score book at scoring tent
- Provide on line results to webmaster
- Secure all supplies needed for scoring tent

NEW YORK STATE WEST YOUTH SOCCER ASSOCIATION

HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

TYPICAL ORGANIZATION CHART AND RESPONSIBILITIES

WEBMASTER

- Develop on line tournament entry
- Recruit teams via/by e-mail
- Post articles to website
- Develop procedure to link to other soccer organizations
- Post entries and schedules on web sites
- Communicate with entrants on schedules, hotels, acceptances
- Post results on web site

AWARDS

Always obtain at least two but preferably three quotations of awards
Warning: Check vendor credentials and references

Not necessary to give first and second place award

In festivals, all participants receive an award

When taking the pictures, you should use a digital camera. You will be able to place pictures on the web, email to winning teams and you actually have a better quality print.

Awards should always be in one location.

COACHES MEETING

Hold at the host hotel the evening before the tournament begins play. The only speakers will be Tournament Director and Registrar.

- Clarify any changes to schedule and rules
- Review emergency procedures in case of injury
- Review parents and players are on opposite sides of fields
- Review awards presentation procedure
- Field questions from field. Be firm but fair.

RISK MANAGEMENT

All volunteers who help with the tournament must have on file with NYSW an Employment/Volunteer Disclosure Statement.

HOW TO SUCCESSFULLY ORGANIZE A TOURNAMENT

RAIN INSURANCE AND LIGHTNING

Did you know that you can buy rain (inclement weather) insurance by contacting Pullen Insurance Services?

What happens if the tournament is rained out after the tournament starts?

The following are some of the costs of a rain-out.

Cost of trophies and medals

Advertising and programs printed

Hotel room rebates

Perishable food not sold

Lost sales of t-shirts and other items

Referee fees under contract

Field Damage

Contact:

Pullen Insurance Services

2560 River Plaza, Suite 300

Fort Worth, TX 76116

817-738-6100

www.pullenins.com

Lightning – Generally speaking, if you can see lightning and/or hear thunder you are already at risk. Did you know that many times thunderstorms have a leading edge that can produce lightning as much as 8 miles in front of the storm. NYSW has required every tournament to have some form of lightning detection at the tournament site since 2002. If you do not have one, for safety sakes, you should purchase one now!

We recommend Sky Scan detectors. www.skyscanusa.com Estimated cost is \$179.95

New York State West Youth Soccer Association Post Tournament Report

PLEASE PRINT!

This report must be submitted to the NYSWYSA state office at:

PO Box 1247
Corning, New York 14830

within thirty days from the close of your tournament. You can e-mail this report to the state office, using the e-mail address: office@nyswysa.org

Tournament Name _____ Event Dates(s) _____

Sponsoring Club _____ Report Date _____

Street Address _____

City _____ State _____ Zip Code _____

Tournament Director _____

Address _____

City _____ State _____ Zip Code _____

Return Bond Check to: _____

PART I:

List the number of teams participating in each group and the name of winners for each age.

Age Group	Number of Teams	Boys Champion	Number of Teams	Girls Champion
U12				
U13				
U14				
U15				
U16				
U17				
U18				
U19				

New York State West Youth Soccer Association Post Tournament Report

PART II:

1. Did any player, coach or team official receive a red-card or send-off during any match of the tournament? Yes ___ No ___

2. Did any player, coach or team official receive a greater than one-game suspension as a result of being dismissed during the tournament? Yes ___ No ___

3. Is any player, coach or team official currently serving a suspension, incurred during your tournament that would carry-over to their next scheduled US Youth Soccer match? Yes ___ No ___

Please list information about red cards and send off's issued:

Age Group	B/G	Team Name	Player, Coach or Team Official Name	Player Pass #	Reason	Duration of Suspension

PART III:

List the entries by State Association and Foreign Country.

<u>Number of Entries</u>	<u>State Association</u>	<u>Foreign Country</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

New York State West Youth Soccer Association Post Tournament Report

Did Tournament have a program?

Yes ___ No ___

If yes, please forward a copy to the state office with this report.

Include or attach the tournament final standings with report.

Did any unusual circumstances occur during the tournament? If so, please list.



New York State West Youth Soccer Association
ASSIGNOR CERTIFICATION FORM

Please Type or Print Clearly

Outdoor Tournaments/Festivals

Please Type or Print Clearly

To be Completed by the Hosting Organization

Attach copies of your Application to Host Form and your Hosting Agreement & send to your Referee Assignor

Tournament Name _____

Hosting Organization _____

Location(s) of Tournament/Festival _____

Date(s) of Tournament/Festival _____

Signature of President/Chief Officer of Hosting Organization

Date

Signature of Tournament/Festival Director

Date

To be Completed by the Appropriate Certified Referee Assignor or Designee

Please Complete and Return to Hosting Organization within 5 Business Days of Receipt

Local Referee Association _____

Assignor's Name _____

Address _____

Telephones _____ (H) _____ (W)

Email _____

By signing this form here I certify the availability of a sufficient number of officials for the specified tournament/festival identified above within the guidelines of USYSA & NYSWYSA

Signature of Certified Referee Assignor or Designee

Date

By signing this form here I am stating that I can not certify the availability of a sufficient number of officials for the specified tournament/festival identified above for the following reason(s): _____

Signature of Certified Referee Assignor or Designee

Date

Note to Hosting Organization: This form must be attached to your Application to Host Form in order for your Application to Host to be considered complete. (See Checklist and items #3 & 14 c) of the NYSWYSA Hosting Policy)

TEAM HOTEL INFORMATION FORM

Team Name: _____

Age Group: _____

Name of Contact Person for Team: _____

Are you staying in a hotel? Yes ___ No ___

If yes, what hotel: _____

Hotel Address _____

Hotel Phone Number _____ Room Number _____ Your Cell Number _____

If you are not staying in a hotel, where can you be reached?

Address _____

Phone Number: _____

E-mail address: _____

Signature _____ Coach

Or

Signature _____ Manager

Date: _____

TED STEVENS OLYMPIC AND AMATEUR SPORTS ACT

§220525. Granting sanctions for amateur athletic competitions

(a) **PROMPT REVIEW AND DECISION.**—For the sport that it governs, a national governing body promptly shall—

(1) review a request by an amateur sports organization or person for a sanction to hold an international amateur athletic competition in the United States or to sponsor United States amateur athletes to compete in international amateur athletic competition outside the United States; and

(2) grant the sanction if—

(A) the national governing body does not decide by clear and convincing evidence that holding or sponsoring an international amateur athletic competition would be detrimental to the best interest of the sport; and

(B) the requirements of subsection (b) of this section are met

(b) **REQUIREMENTS.**—An amateur sports organization or person may be granted a sanction under this section only if the organization or person meets the following requirements—

(1) The organization or person must pay the national governing body any required sanctioning fee, if the fee is reasonable and nondiscriminatory.

(2) For a sanction to hold an international amateur athletic competition in the United States, the organization or person must—

(A) submit to the national governing body an audited or notarized financial report of similar events, if any, conducted by the organization or person; and

(B) demonstrate that the requirements of paragraph (4) of this subsection have been met.

(3) For a sanction to sponsor United States amateur athletes to compete in international amateur athletic competition outside the United States, the organization or person must—

(A) submit a report of the most recent trip to a foreign country, if any, that the organization or person sponsored for the purpose of having United States amateur athletes compete in international amateur athletic competition; and

(B) submit a letter from the appropriate entity that will hold the international amateur athletic competition certifying that the requirements of paragraph (4) of this subsection have been met.

(4) The requirements referred to in paragraphs (2) and (3) of this subsection are that—

(A) appropriate measures have been taken to protect the amateur status of athletes who will take part in the competition and to protect their eligibility to compete in amateur athletic competition;

(B) appropriate provision has been made for validation of any records established during the competition;

(C) due regard has been given to any international amateur athletic requirements specifically applicable to the competition;

(D) the competition will be conducted by qualified officials;

(E) proper medical supervision will be provided for athletes who will participate in the competition; and

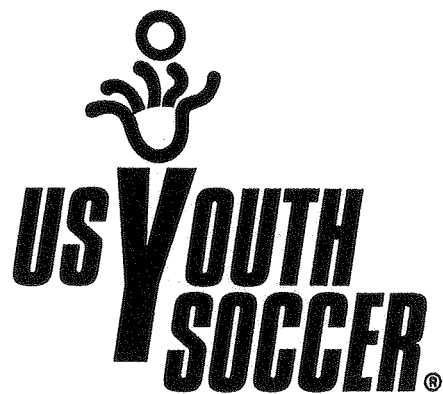
(F) proper safety precautions have been taken to protect the personal welfare of the athletes and spectators at the competition.



I hereby certify that by my signature below, I have read and understand the attached conditions contain in the Ted Stevens Olympic and Amateur Sports Act which will be met during our foreign travel.

Signature of Team Manager/Coach

Date



US YOUTH SOCCER

**POLICY ON HOSTING
TOURNAMENTS OR GAMES**

Adopted March 4, 2007

US YOUTH SOCCER POLICIES ON HOSTING TOURNAMENTS OR GAMES

US Youth Soccer adopts the following policies in order to assist the State Associations in addressing matters relating to hosting tournament or games.

Every State Association has control over its own rights and property. State Associations have the right to determine under uniformly applied rules when it shall sanction an event. Further, every State Association has the right to decide when and under what circumstances its interests, rights, and property can be used, including in any sanctioned activity. US Youth Soccer recognizes that for purposes of hosting tournaments or games no one has the right to take for that person, group, or entity's own use, the rights and property of others, including those of any State Association, without the authorization of the owner, or to misrepresent or fail to disclose information so as to mislead others.

This policy does not apply to approved league games that may cross state boundaries. This policy does not apply to the National Championship or any portion of the US Youth Soccer ODP program as far as hosting is concerned.

SECTION 1: HOSTING ORGANIZATION DEFINITION

Hosting Organization means an organization in good standing as a member of a State Association; an Affiliate of US Youth Soccer or member thereof

SECTION 2: DEFINITIONS OF TERMS AND ABBREVIATIONS

TYPES OF TOURNAMENTS

UT UNRESTRICTED TOURNAMENT: A tournament that is open to all Federation affiliated participants. Any tournament that allows international participants must be an Unrestricted Tournament.

RT RESTRICTED TOURNAMENT: A tournament that is open only to members of US Youth Soccer and its State Associations.

SELECT TEAMS (teams formed by a selection or tryout process):

- S1** generally a team which competes at the highest level of play in a state or region
- S2** generally a team which competes at other than the highest level of play in a state or region
- S3** generally a team which competes in a local area or state

TOURNAMENT SELECT TEAMS

- S4** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes select players who are members of one club.

RECREATIONAL TEAMS

- RT** a team which was formed in a random nature without regard to players' abilities.

US YOUTH SOCCER OLYMPIC DEVELOPMENT PROGRAM

ODP TEAM: the official US Youth Soccer Olympic Development team of US Youth Soccer, any of its regions, a State Association, an Affiliate, other Organization Member, or any district or geographical subdivisions thereof.

NATIONAL TEAM: the official national team of US Soccer or any other member of FIFA.

SECTION 3: RESPONSIBILITIES OF HOSTING ORGANIZATIONS

The hosting organization shall comply with the terms of its approved US Youth Soccer *Tournament or Games Hosting Agreement* and its invitation to all visiting teams. This includes but is not limited to the provisions of the *Agreement* regarding the invitations to teams, the acceptance of teams and the post event reporting requirements.

Advertising for Tournaments or games will not commence until the sponsoring organization receives an approval to host.

SECTION 4: APPLYING TO HOST RESTRICTED TOURNAMENT(S) OR GAME(S)

- 4.1** These procedures apply when hosting **ONLY** US Youth Soccer State Association or US Youth Soccer Affiliates teams for tournaments or games.
- 4.2** Applications, agreements to host and other required information must be submitted as provided by the designated approving association or affiliate to include:

Not later than the date established by the State Association or Affiliate for submitting an *Application to Host a Tournament or Games*, the hosting organization must submit to its State Association or Affiliate and, if any game is to be played in another State Association or Affiliate, to that other State Association or Affiliate, for approval a completed *Application to Host a Tournament or Games* signed by the designated official of the hosting organization and the following items:

- a) a completed US Youth Soccer Tournament or Games Hosting Agreement, with appropriate supporting documents and information, signed by the president or chief officer or designee of the hosting organization and by the tournament or games director;
- b) a copy of the approved Rules for the Tournament or Games; and
- c) any fees required by the State Association or Affiliate for processing the application. **Incomplete applications will be returned and considered as not having ever been submitted.**

4.3 The State Association or Affiliate is not required to approve any application not submitted by the deadline established by the State Association or Affiliate. Any application which is not submitted in a timely manner may be subject to late fees if approved. The team must contact its State Association for its specific policies and fees.

The State Association or US Youth Soccer Affiliate shall make a determination as to whether or not they will sanction the tournament or games in accordance with the policies they have established within their organization for the sanctioning of tournaments or games.

SECTION 5: APPLYING TO HOST UNRESTRICTED TOURNAMENTS INCLUDING INTERNATIONAL TEAMS (TEAMS FROM OUTSIDE THE UNITED STATES) AND OTHER FEDERATION ORGANIZATION MEMBERS

5.1 The provisions below are in addition to those required as stated in Section 4 above for hosting a tournament. All provisions stated in Section 4 above must also be complied with.

5.2 For all Tournaments and games involving international teams the Rules for the Tournament or Games:

- a) Must provide for a point system of 3 points for a win, 1 point for a tie, and no points for a loss.
- b) In any age group older than 16 years of age, the Rules MUST specify FIFA limited substitution rules;

5.3 The completed US Soccer forms Application to Host a Tournament or Games Involving Foreign Teams and Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act, must be submitted and approved by the hosting State Association or US Youth Soccer Affiliate and any additional fees required by the State Association, Affiliate and/or the United States Soccer Federation for processing the application.

5.4 For all teams that are not members of US Youth Soccer or a US Youth Soccer Affiliate, Proof of medical and liability insurance must be provided by their organization of registration.

SECTION 6. DISCLOSURE POLICIES

The host of any tournament or games must disclose to all applicants the following :

- 6.1 Any requirements for participating teams regarding the use of tournament provided housing
- 6.2 Any policies regarding the refund of application or tournament fees.

SECTION 7. SAMPLE FORMS

Attached are the Sample Forms for the Application to Host a Tournament or Games and the Tournament or Game Hosting Agreement



Please Type or Print Clearly -- Do Not Staple

APPLICATION TO HOST A TOURNAMENT OR GAMES

Name of Tournament or Games _____ Website URL: _____

Hosting Organization _____ Type of Tournament: Select Recreational Select & Rec

Designate Official of Hosting Organization _____ Title _____ Phone () _____ W

Address _____ Email _____ Phone () _____ H

City _____ State _____ Zip Code _____ Phone () _____ FAX

State Association or Affiliate _____ Guest Referees Applications Accepted Yes No

Location of Tournament or Games _____ **TEAM ENTRY DEADLINE:** _____

Date(s) of Tournament or Games _____ Estimated # of Teams _____

Tournament or Games Director or Contact Person _____ Phone () _____ W

Address _____ Email _____ Phone () _____ H

City _____ State _____ Zip Code _____ Phone () _____ FAX

Age Groups Accepted	Type(s) of Team Accepted *	B	G	Roster Size	# Guest Players Allowed	Length of Games	# Players on Field	Awards	Minimum # of Games	Entry Fee	Bond
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	8/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>

*List of types of teams and tournaments is on reverse side of this form.

- RT RESTRICTED TOURNAMENT -Open only to members of US Youth Soccer and its State Associations.
- Team will be restricted to teams within the state association Teams will be invited from all US Youth State Associations/Affiliates only.
- UT UNRESTRICTED TOURNAMENT** Other US Soccer Members as listed: _____
- International
- Teams as listed: _____

The Hosting Organization agrees to be bound by and comply with the terms contained in the TOURNAMENT AND GAMES HOSTING AGREEMENT and all applicable rules of the approving State Association or Affiliate.

Signature of Designated Official of Hosting Organization _____ Date _____

APPROVAL

(For Official Use Only) STATE ASSOCIATION OR AFFILIATE _____ Date _____

By _____ Title _____

RECOMMENDED DEFINITIONS OF TEAMS AND TOURNAMENTS

(Place corresponding letter in appropriate space on application.)

TYPES OF TOURNAMENTS

UT UNRESTRICTED TOURNAMENT: A tournament that is open to all Federation affiliated participants. Any tournament that allows international participants must be an Unrestricted Tournament.

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- S3** generally a team which competes in a local area or state

TOURNAMENT SELECT TEAMS

- S4** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes select players who are members of one club.

RECREATIONAL TEAMS

- RT** a team which was formed in a random nature without regard to players' abilities.

US YOUTH SOCCER OLYMPIC DEVELOPMENT PROGRAM

ODP TEAM: the official US Youth Soccer Olympic Development team of US Youth Soccer, any of its regions, a State Association, an Affiliate, other Organization Member, or any district or geographical subdivisions thereof.

NATIONAL TEAM: the official national team of US Soccer or any other member of FIFA.

APPLYING TO HOST RESTRICTED TOURNAMENT(S) OR GAME(S)

These procedures apply when hosting **ONLY** US Youth Soccer State Association or US Youth Soccer Affiliates teams for tournaments or games.

Applications, agreements to host and other required information must be submitted as provided by the designated approving association or affiliate to include:

Not later than the date established by the State Association or Affiliate for submitting an Application to Host a Tournament or Games, the hosting organization must submit to its State Association or Affiliate and, if any game is to be played in another State Association or Affiliate, to that other State Association or Affiliate, for approval a completed Application to Host a Tournament or Games signed by the designated official of the hosting organization and the following items:

- d) a completed US Youth Soccer Tournament or Games Hosting Agreement, with appropriate supporting documents and information, signed by the president or chief officer or designee of the hosting organization and by the tournament or games director;
- e) a copy of the approved Rules for the Tournament or Games; and
- f) any fees required by the State Association or Affiliate for processing the application. **Incomplete applications will be returned and considered as not having ever been submitted.**

The State Association or Affiliate is not required to approve any application not submitted by the deadline established by the State Association or Affiliate. Any application which is not submitted in a timely manner may be subject to late fees if approved. The team must contact its State Association for its specific policies and fees.

The State Association or US Youth Soccer Affiliate shall make a determination as to whether or not they will sanction the tournament or games in accordance with the policies they have established within their organization for the sanctioning of tournaments or games.

APPLYING TO HOST UNRESTRICTED TOURNAMENTS INCLUDING INTERNATIONAL TEAMS (TEAMS FROM OUTSIDE THE UNITED STATES) AND OTHER FEDERATION ORGANIZATION MEMBERS

The provisions below are in addition to those required as stated in Section 4 above for hosting a tournament. All provisions stated in Section 4 above must also be complied with. For all Tournaments and games involving international teams the Rules for the Tournament or Games:

- a) Must provide for a point system of 3 points for a win, 1 point for a tie, and no points for a loss.
- b) In any age group older than 16 years of age, the Rules **MUST** specify FIFA limited substitution rules;

The completed US Soccer forms Application to Host a Tournament or Games Involving Foreign Teams and Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act, must be submitted and approved by the hosting State Association or US Youth Soccer Affiliate and any additional fees required by the State Association, Affiliate and/or the United States Soccer Federation for processing the application.

For all teams that are not members of US Youth Soccer or a US Youth Soccer Affiliate, Proof of medical and liability insurance must be provided by their organization of registration



US Youth Soccer

TOURNAMENT OR GAMES HOSTING AGREEMENT

In consideration of permission being granted to _____ to hold a tournament or games at _____ (Hosting Organization) _____ (City) _____ (State)

On the dates of _____, 20____, we agree to the following conditions:

ABIDE BY RULES: We shall abide by all statements made in our approved US Youth Soccer *Application to Host A Tournament or Games*, in our tournament invitation, in our tournament rules, in the US Youth Soccer *Travel and Tournament Policy* and in this US Youth Soccer *Tournament or Games Hosting Agreement*. We agree that all decisions regarding acceptance of teams into a tournament shall be fairly and impartially made and shall not be based upon race, creed, color or national origin and that we will not advertise by any means the tournament or games until all approvals are received.

INVITATIONS: The tournament or games approval form shall accompany all tournament or games invitations distributed.

HOUSING: We agree that we will not require a team to use only accommodations approved or provided by the hosting organization or other organization, unless disclosure is made on the tournament application form of the required hotel/motel names and the guaranteed rates.

PROCURING LIABILITY INSURANCE: We have procured liability insurance coverage for the tournament or games with limits of not less than \$1,000,000/\$2,000,000 which names the State Association or Affiliate with which the Hosting Organization is a member. A copy of the certificate of insurance, IF REQUIRED, is attached issued by _____

REQUIRING MEDICAL AUTHORIZATIONS: We shall require all teams participating in the tournament or games to provide medical releases for each player in an appropriate form. These authorizations shall be reviewed by the Hosting Organization at registration and kept in the possession of a team official

ADVANCE PUBLICATION OF RULES: We agree that our tournament or games rules shall be included with the invitation sent to each team and shall, again, be published to all teams accepted prior to the start of the tournament/games.

CREDENTIALS CHECKS: We agree that we shall conduct credentials checks to ensure that all players are registered with US Youth Soccer or US Soccer or a member thereof or their national association, properly rostered with their team, and participating in accordance with representations set forth on the US Youth Soccer *Application to Host a Tournament or Games*. We agree that we will not modify or mark in any way original rosters or member passes; and will not register any player, coach, or team official or issue any member pass.

USE OF US SOCCER REGISTERED REFEREES: We agree that we shall use for all games only US Soccer registered referees who are in good standing (unless US Soccer has granted a waiver to allow the use of authorized referees from another country), and shall use a one- or 3-referee system. We intend to use a 3-referee system for the following age groups: _____. There will be an adequate number of US Soccer registered referees available in the area during the tournament or game dates to cover the scheduled games. We have selected the following assignor to assign referees for the tournament or games (NOTE: ONLY US Soccer certified assignors may be used.):

Name _____ Phone () _____ W
 Address _____ Email _____ Phone () _____ H
 City _____ State _____ Zip _____ Phone () _____ Fax

AVAILABILITY OF POLICE AND RESCUE SERVICE: We have notified the local police, ambulance, and emergency rescue services of the date of the tournament or games and the times and fields which will be used for games, and have been advised by them that they will be available to render assistance if needed. We will use the following method(s) of contacting emergency services

TOURNAMENT OR GAME RULES – BEHAVIOR: We agree that our tournament or game rules contain provisions ensuring that the behavior of teams, players, coaches, and spectators is appropriately controlled, including specific provisions that—

- Spell out the disciplinary measures to be imposed for the issuance of red and yellow cards or other improper conduct;
- indicate what procedures will be followed regarding protests and appeals;
- indicate that all disciplinary measures imposed by hosting organizations shall be limited to placing restrictions upon an individual's group participation in the tournament/games;
- record the issuance of all red and yellow cards and other matters involving the conduct of a team, its players, coaches, and supporters and also report them immediately to the home State Association and the home club/league of the team; and
- state that the home State Association or member thereof and the home club or league shall, except in the case of referee assault or abuse, have the responsibility for imposing, should circumstances warrant, additional penalties within their respective jurisdictions with regard to any matters arising from the tournament or games.

TOURNAMENT CANCELLATION: We agree that our tournament or game rules shall state what refunds, if any, shall be made to participating teams if all or a portion of the tournament or games is cancelled by the hosting organization for any reason.

POST TOURNAMENT OR GAMES REPORT: We agree that we shall file any required Post Tournament or Games Report with the State Association or Affiliate granting us permission to host this tournament or games within 30 days after the conclusion of the tournament or games. We understand that failure to file the report may preclude the tournament/games host from receiving approval for any tournament/games for the following seasonal years until the report is filed. The Post Tournament or Games Report shall include the following information:

- the number of teams participating in each age group (boys and girls);
- if a champion is determined, the name of the champion for each group;
- the number of teams from each State Association, Affiliate, other Organization Member, or foreign country;
- if "Sportsmanship Awards" are given, the criteria for the award and to whom awards were given;
- the number of fields used for the tournament/games;
- the name of the sponsor, if any; and
- the names and teams of all players issued red and yellow cards, and details of any other matters involving the improper or unsporting conduct of a team, its players, coaches or supporters. **NOTE: Any incident of referee assault or referee abuse by a player, coach, manager, club official, or game official must be reported to the alleged offender's home State Association, or member thereof immediately, but in no event later than 48 hours after an incident of referee assault or abuse..**

Signature of Hosting Organization Designated Official

Signature of Tournament or Games Director

Date

Date

Hosting Organization _____ Phone () _____ W
 Address _____ Email _____ Phone () _____ H
 City _____ State _____ Zip _____ Phone () _____ Fax

Tournament or Games Headquarters _____ Phone () _____ W
 Address _____ Email _____ Phone () _____ H
 City _____ State _____ Zip _____ Phone () _____ Fax



The Game for All Kids!.

US YOUTH SOCCER TRAVEL POLICY

(Adopted March 20, 2010)

PART I—GENERAL

Rule 101. PURPOSES AND APPLICATION

- (a) This policy is adopted in order (1) to provide State Associations of US Youth Soccer with criteria and procedures in addressing matters related to the travel of teams and their players and team officials to tournaments and games, and (2) to establish a level of standardization.
- (b) This policy does not apply to the following:
- (1) the US Youth Soccer National Championship Series and US Youth Soccer National Presidents Cup;
 - (2) ODP regional and national events and the ODP Championships; or
 - (3) teams participating in a league, approved by one or more State Associations, a region of US Youth Soccer, or US Youth Soccer, in which the teams from State Associations participate and travel from one State Association to another for regularly scheduled league matches.

Rule 102. DEFINITIONS

The following definitions apply to this policy:

- (1) **Travel:** travel by a team and its players and team officials to participate in a tournament or game that is not a tournament or game approved by the team's State Association of US Youth Soccer in that State Association's territory.
- (2) **Approved Travel:** travel by a team to a tournament or game approved by a State Association of US Youth Soccer such that the benefits of membership in US Youth Soccer and the State Association apply to the tournament or game, and the use of US Youth Soccer member passes and the US Youth Soccer team roster are permitted.
- (3) **International Tournament or Game:** a tournament or game played in the United States that is open to one or more teams from outside the United States and the tournament or game has been approved by US Soccer.

- (4) **Non-US Youth Soccer Travel:** travel by a team to a tournament or game that has not been approved by US Youth Soccer or any of its State Associations.
- (5) **Application to Travel Form:** the standard form by which a team requests its State Association to approve the travel of a team and its players and team officials to a tournament or game approved by US Youth Soccer or another State Association, with the form including provisions governing the use of guest players, where allowed, to ensure that all participating players and team officials are properly registered with the approving State Association.
- (6) **Alternate Player Pass:** a player pass that may be provided on request for a player on a team for use in traveling to an international tournament or game that has not been approved by US Youth Soccer or any of its State Associations.
- (7) **Non-US Youth Soccer Team Player Form:** the form that may be provided to a team for use by the team and its players and team officials to travel to a tournament or game that has not been approved by US Youth Soccer or any of its State Associations, with the form providing basic information contained on member passes for players and team rosters (e.g., the name and date of birth of players on the team).
- (8) **US Soccer:** the United States Soccer Federation, Inc.
- (9) **US Youth Soccer:** the United States Youth Soccer Association, Inc.

Rule 103. FUNDAMENTAL PRINCIPLES

The following fundamental principles apply in carrying out this policy:

- (1) US Youth Soccer and its State Associations consider the safety of youth soccer players and others involved in youth soccer to be of paramount importance. They have implemented stringent risk management policies and practices to promote the safety and security of their players, teams, team officials, and spectators. US Youth Soccer works in close cooperation with its State Associations to protect and increase the safety of youth soccer players nationwide.
- (2) US Youth Soccer and its State Associations' programs, activities, policies, and bylaws that protect the safety and security of youth soccer players include, but are in no way limited to—
- (A) adopting the KIDSAFE PROGRAM, including establishing and training Risk Management coordinators, and applying the program broadly to team officials, referees, and volunteers;
 - (B) promulgating risk management guidelines for youth websites;
 - (C) encouraging and facilitating compliance with the Children's Online Privacy Protection Act;
 - (D) instituting coach and referee training programs;
 - (E) developing materials and presenting programs about running safe, well-managed soccer tournaments and games;

- (F) developing and disseminating programs about proper parenting of youth soccer players;
 - (G) encouraging and conducting educational programs about positive interactions among players, parents, team officials, referees, and spectators;
 - (H) providing information and guidance concerning many safety issues, such as lightning and weather, goal anchoring and safety, and coordination with local fire, emergency, and law enforcement officials; and
 - (I) ensuring age-appropriate interaction between and among youth soccer players.
- (3) US Youth Soccer programs, activities, policies, and bylaws do not apply to teams, players, and team officials at tournaments, games, and other programs and activities conducted by soccer organizations that are not members of US Youth Soccer and its State Associations. US Youth Soccer and its State Associations cannot vouch for the safety and security of any tournament, game, or other program or activity conducted by soccer organizations that are not members of US Youth Soccer and its State Associations. US Youth Soccer State Associations are to undertake their best efforts to make their players, parents, team officials, and teams aware of when they are participating in tournaments, games, and other programs and activities conducted by members of US Youth Soccer and its State Associations. This awareness is necessary to ensure that its players, parents, team officials, and teams are not misled to believe that the risk management programs, activities, policies, and bylaws of US Youth Soccer and its State Associations apply to tournaments, games, and other programs and activities not conducted by members of US Youth Soccer and its State Associations.
- (4) Each US Youth Soccer State Association has considerable discretion regarding the source, scope, terms, and benefits of its insurance policies and the activities covered under those policies. Each State Association is responsible for negotiating the details of its insurance coverage with its insurance carrier. Each State Association therefore has an obligation, directly and through its members, to inform its players, parents, team officials, teams, its members, and other interested persons about the insurance coverage provided, including what is, and is not, covered by its insurance policies.
- (5) Parents and youth soccer players who are members of US Youth Soccer and one of its State Associations have a right to know the character and scope of the benefits they receive through their State Association and as a member of US Youth Soccer. The State Association, directly and through its members, should attempt to further educate its players, parents, team officials, teams, clubs, and other interested persons about the benefits they get from their membership in US Youth Soccer and the State Association, including what is, and is not, covered by its programs and activities, insurance, policies, and the relevant bylaws of the State Association and US Youth Soccer.
- (6) (A) Except as provided in subparagraph (B) of this paragraph (6), US Youth Soccer member passes and team rosters issued to players and teams of the members of US Youth Soccer and its State Associations are for use only when those players and teams participate in tournaments, games, and other programs and activities of members of US Youth Soccer and its State Associations. Those passes and rosters refer to US Youth Soccer and may also refer to the State Association. As a result, their usage at a

tournament, game, or other program or activity may communicate that US Youth Soccer and its State Associations' programs, activities, policies, and bylaws, including risk management programs and insurance coverage, apply to that tournament, game, program, or activity. Therefore, US Youth Soccer does not approve the use of its member passes and its team rosters in connection with tournaments and games conducted by soccer organizations that are not members of US Youth Soccer and its State Associations. If a team believes it needs member passes for players in connection with the team's participation in an international tournament or game or a team roster for a tournament or game conducted by soccer organizations that are not members of US Youth Soccer or its State Associations, US Youth Soccer or the State Association shall provide an alternate player pass or a Non-US Youth Soccer Team Player Form, or both, as provided by Rule 303.

(B) US Youth Soccer or a State Association may authorize the use of US Youth Soccer member passes (but not rosters) only for players traveling to participate in an international tournament or game referred to in subparagraph (A).

- (7) US Youth Soccer and its State Associations' players, team officials, and teams may participate and compete in any tournament, game, or other programs or activities, whether or not they are conducted by members of US Youth Soccer and its State Associations. US Youth Soccer and its State Associations do not and may not inhibit, prevent, or prohibit any of their players, team officials, or teams from engaging in tournaments and games or other programs or activities that are not conducted by members of US Youth Soccer and its State Associations. US Youth Soccer and its State Associations do not and may not discriminate against the participation of players, team officials, or teams on the basis of a player's, team official's, or team's membership in, or association with, another youth soccer organization, and do not and may not interfere with the opportunity of any player, team official, or team to travel to compete in any tournament or game of another soccer organization. Players, team officials, and teams are free to decide in which tournaments and games they want to participate. Approval and waiver of approval only applies to tournaments and games approved by US Youth Soccer or its State Associations, or both, as provided by this policy.
- (8) For a variety of reasons, it may be important for a State Association to be informed about tournaments and games in which its member players, teams, and clubs are participating, even if those tournaments and games are not conducted by members of US Youth Soccer and its State Associations. These reasons may include, but are not limited to—
- (A) planning and scheduling events, activities, and competitions;
 - (B) being aware, for insurance purposes, in which activities the members are engaged;
 - (C) providing accurate information to its members about programs and activities in which they are participating;
 - (D) providing accurate information in response to inquiries from its members or people involved in or associated with those programs and activities; and
 - (E) monitoring compliance with US Youth Soccer and its State Associations' programs, activities, policies, and bylaws.

Rule 104. ENFORCEMENT AND PENALTIES

Failure of a player, team official, or team to follow the applicable bylaws and policies of US Youth Soccer, its State Associations, or both, may result in the imposition of penalties by US Youth Soccer or the applicable State Association(s).

PART II—US YOUTH SOCCER TRAVEL

Rule 201. TRAVEL APPROVAL

(a) An application to travel to a tournament or game is to be submitted by a team to the State Association with which the team is rostered. Such an application is only required if (1) the tournament or game is approved by US Youth Soccer or a State Association of US Youth Soccer to which this policy applies, (2) the team is traveling to a tournament or game that is approved by a State Association other than the State Association with which the team is rostered, and (3) waivers provided by subsections (c) and (d) of this section do not apply.

(b) Any application for travel that does not meet the requirements of the bylaws, policies, and rules of US Youth Soccer and the team's State Association need not be approved. The team must contact its State Association for its specific policies and fees. Any application that is not submitted in a timely manner may be subject to late fees if it is approved. Only a team and its players and team officials who are in good standing with their State Association will be approved for travel.

(c) State Associations may waive the requirements of subsection (a) of this rule or provide for a notice of travel in place of an application to travel.

(d) State Associations may mutually agree to waive the requirements of subsection (a) of this rule, or provide for a notice of travel in place of an application to travel, for teams to which this policy applies that are playing in any tournament or game approved by US Youth Soccer or a State Association. A team participating in any such tournament or game must follow procedures its State Association has approved.

(e) All State Associations shall recognize the travel procedures and application travel approval form of US Youth Soccer that have been adopted by the State Association regarding the travel.

(f) The State Association approving or permitting travel shall indemnify and hold the host State Association and US Youth Soccer harmless from all claims related to or arising from the travel, including defense costs and attorney fees associated with such claims.

(g) State Associations shall publish and make available their travel approval policies, consistent with this policy. State Associations also will make available their travel approval forms and notices they utilize in place of the approval forms.

(h) US Youth Soccer will, in cooperation with its State Associations, post links on its website to the travel policies of each State Association.

Rule 202. REQUIRED DOCUMENTS FOR APPROVED TRAVEL

In addition to any requirements a State Association has with regard to travel for a team and its players and team officials, US Youth Soccer requires the following documents to be available for review by the organization hosting the tournament or game for which the team's travel has been approved:

- (1) a copy of the approving State Association's application to travel approved by the State Association if the State Association requires such approval;
- (2) a validated roster, or copy thereof, as issued in the manner approved by the team's State Association;
- (3) a member pass approved by the State Association, for each player, guest player, and team official listed on the approved roster and traveling with the team. Each member pass for a player must include the team information, the valid seasonal year, the player's name, and the player's verified birth date as required by Rule 204 of the US Youth Soccer Policy on Players and Playing Rules;
- (4) an authorization properly executed with required signatures for each player to allow emergency medical treatment;
- (5) copies of any required permissions for a coach or player listed as a guest; and
- (6) emergency contact information.

Rule 203. INTERNATIONAL TRAVEL OUTSIDE THE UNITED STATES

(a) International travel outside the 50 states of the United States and the District of Columbia by teams of US Youth Soccer State Associations and members of State Associations shall comply with the requirements of US Youth Soccer, the team's State Association, and US Soccer. Copies of all applications to US Soccer for international travel shall be sent to the State Association at, or prior to, the time the application is submitted to US Soccer.

(b) In addition to any form and fees required to be submitted for approved travel under this policy, US Soccer requires its approval for a team's travel outside the United States, and it has procedures, additional document requirements, and a fee that must be submitted, by its deadline prior to that travel. Consult US Soccer for the current requirements, procedures, and fees.

PART III—NON-US YOUTH SOCCER TRAVEL

Rule 301. APPROVAL NOT REQUIRED

Participation in tournaments and games that have not been approved by US Youth Soccer and its State Associations is Non-US Youth Soccer Travel. Players, team officials, and teams may participate and compete in those tournament and games and do not need approval or permission from US Youth Soccer or their State Associations to do so.

Rule 302. NOTICE OPTION

(a) A State Association may require reasonable notification, if it deems it necessary, from any team and its players and team officials seeking to participate in Non-US Youth Soccer Travel tournaments and games. A State Association may only require notification that is

reasonable to fulfill its needs (*see* Rule 103(8) of this policy), such as scheduling a team for participation in other programs or activities, knowing for insurance purposes in which programs and activities State Association members are participating, providing accurate information to its members about programs and activities in which they are participating, providing accurate information in response to inquiries from people involved in or associated with those programs and activities, and monitoring compliance with US Youth Soccer and State Association programs, activities, policies, and bylaws.

(b) The failure to provide proper notification as required by the applicable State Association may result in the imposition of penalties by the State Association. However, those penalties, if any, must be reasonable, and may not prevent or prohibit a player, team official, or team from participating in any program or activity that is not a program or activity of a member of US Youth Soccer or its State Associations, except to the extent provided by US Soccer bylaws and policies.

Rule 303. MEMBER PASSES AND ROSTERS

(a) (1) US Youth Soccer does not approve the use of its member passes and rosters in connection with tournaments and games conducted by soccer organizations that are not members of US Youth Soccer and its State Associations.

(2) If a team believes it needs to provide the information contained in member passes for players in connection with that team's participation in an international tournament or game conducted by soccer organizations that are not members of US Youth Soccer or its State Associations, US Youth Soccer or the State Association shall provide alternate player passes at no cost or current member passes for players participating in such an international tournament or game. The alternate player pass provides the basic information found on member passes and will enable players, team officials, and teams to participate in Non-US Youth Soccer Travel without creating the misimpression that those tournaments or games are approved by US Youth Soccer or any of its State Associations. The information provided on alternate player passes will indicate that the players are currently registered players in good standing with a member organization of US Youth Soccer.

(3) If a team believes that it needs to provide information contained in a team roster in connection with the team's participation in a tournament or game conducted by soccer organizations that are not members of US Youth Soccer or its State Associations, the State Association shall also provide that information by means of a separate form—a Non-US Youth Soccer Team Player Form.

(4) US Youth Soccer and its State Associations willingly provide this information in furtherance of their mutual goal of promoting the sport of soccer and the spirit and intent of US Soccer bylaws and policies.

(b) The restrictions of this rule are necessary to prevent the misimpression that Non-US Youth Soccer Travel is approved by, or associated with, US Youth Soccer or its State Associations or that US Youth Soccer and its State Associations' safety and risk management efforts are applicable to programs and activities associated with that travel. It is important to accurately communicate to players, team officials, and teams which programs and activities are programs and activities of US Youth Soccer or its State Associations, or both.

Rule 304. MISREPRESENTATION

No person, group, or entity shall, by affirmative misrepresentation or by the failure to disclose material facts, mislead any other person, group, or entity into believing that travel to, or participating in, a tournament or game not approved by US Youth Soccer or any of its State Associations has been or is approved by US Youth Soccer or its State Associations.



TRAVEL POLICY FORMS

The following Travel Policy forms are provided for use in carrying out the US Youth Soccer Travel Policy:

The *Application for US Youth Soccer Travel to Tournaments and Games*, with the attached procedures, is to be completed only if the team is a team rostered by US Youth Soccer or one of its State Associations and is traveling to a tournament or games of another State Association or outside the United States as a team so rostered. The Form is to be used only if all 4 requirements stated on the Form apply. (See part II of the Travel Policy.)

The second form, *Notification of Non-US Youth Soccer Travel*, is to be completed by a team rostered with US Youth Soccer or a State Association and the team is going to a tournament or games not approved by US Youth Soccer or a State Association—and the State Association requires prior notification. (See Rule 302 of the Travel Policy.)

The third form is the *Team Player Form*. This form is to be used when a team is rostered with US Youth Soccer or a State Association and is planning to participate in a tournament or games conducted by youth soccer organizations within the United States that are not members of US Youth Soccer or any of its State Associations. US Youth Soccer member passes and rosters may not be used for the tournament or games. However, the team may need certain basic player information to participate in such a tournament or games. This Form provides the basic player information that the State Association has verified: the names and dates of birth of the players in good standing as of the time the State Association completes the Form. (See Rule 303 of the Travel Policy.)

The last form is the *Alternate Player Pass*. This pass is to be provided on request for a player on a team traveling to an international tournament or game that has not been approved by US Youth Soccer or any of its State Associations. (See Rule 303 of the Travel Policy.)

I. PROCEDURES FOR US YOUTH SOCCER TRAVEL WITHIN THE UNITED STATES

1. Review your State Association's travel policies. Certain travel does not require approval. When approval is required, you must comply to receive approval to travel and the benefits of membership in your State Association. You may be able to complete this process on your State Association's web site.
2. The State Association is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association may accept the late filing of the application and charge a late fee. Consult the team's State Association for its specific policies and fees.

II. PROCEDURES FOR US YOUTH SOCCER TRAVEL OUTSIDE THE UNITED STATES

1. International travel (travel outside the 50 States of the United States and the District of Columbia) by members of US Youth Soccer shall also comply with the requirements of US Soccer (the United States Soccer Federation), with the additional requirement that copies of all applications for international travel shall be submitted to the State Association and to US Soccer. **FOR TRAVEL TO BE APPROVED, PLEASE REVIEW YOUR STATE ASSOCIATION RULES.**

NOTE: When traveling outside the United States, a team must file 2 sets of applications and have BOTH approved:

- (1) An *Application To Travel*, including attachments, must be filed with its State Association and approved by the State Association, and
- (2) a US Soccer *Application For Foreign Travel And Certification* must be filed with US Soccer and approved by US Soccer.

BOTH APPLICATIONS MUST BE APPROVED BEFORE A TEAM MAY TRAVEL OUTSIDE THE UNITED STATES

2. The State Association is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association may accept the late filing of the application and charge a late fee. Consult the team's State Association for its specific policies and fees.

A team will travel with the following:

- ✓ a copy of the approving State Association's travel approval form approved by the State Association;
- ✓ a validated roster, or copy thereof, as issued in the manner approved by the team's State Association;
- ✓ a US Youth Soccer member pass as approved by the State Association, for each player, guest player, and team official listed on the approved roster and traveling with the team. Each member pass for a player must include the team information, the valid seasonal year, the player's name, and the player's verified birth date as required by Rule 204 of the US Youth Soccer Policy on Players and Playing Rules;
- ✓ an authorization properly executed with required signatures for each player to allow emergency medical treatment;
- ✓ copies of any required permissions for a coach or player listed as a guest; and
- ✓ emergency contact information.

YOUR STATE ASSOCIATION IS _____, AND PROVIDES THE FOLLOWING ADDITIONAL INFORMATION:

Please Type or Print Clearly – Do Not Staple

Please Type or Print Clearly – Do Not Staple

NOTIFICATION OF NON-US YOUTH SOCCER TRAVEL

This Notification is only required if (1) your team is going to participate and compete in a tournament or games not approved by US Youth Soccer or any of its State Associations, and (2) your team's State Association requires prior notification of your team's intention to participate in any such tournament or games. US Youth Soccer member passes and rosters may not be used when participating in the tournament or games. Check with your State Association on whether the State Association's insurance policy provides coverage for your team when participating in the tournament or games. Please make sure that you inform the players on the team and their parents that the tournament or game(s) have not been approved by US Youth Soccer or your State Associations; the rules of another organization will govern the competition; US Youth Soccer and the State Association do not have any control or supervision over the tournament or games or its participants; and certain benefits of your State Association and US Youth Soccer will not be available to you, which may include no insurance coverage of the State Association's insurance policy does not provide coverage.

Team Name _____ Age Group U- _____ Type of Team _____ B/G (circle one)

League or Home Association _____ State Association _____

Team Manager or Coach _____

Address _____ Email _____

City _____ State _____ Zip Code _____

We are traveling to _____ on the following dates _____

in order to compete with the following teams or in the following tournament or games _____

This event has been approved by _____

Work Phone () _____

Home Phone () _____

Cell Phone () _____

ALL MEMBERS OF US YOUTH SOCCER AND THE STATE ASSOCIATIONS ARE FREE TO PARTICIPATE IN ANY NON-US YOUTH SOCCER TOURNAMENT OR GAMES. IF YOUR TEAM IS TRAVELING TO PARTICIPATE IN A NON-US YOUTH SOCCER TOURNAMENT OR GAME AND YOUR STATE ASSOCIATIONS REQUIRES NOTIFICATION, YOU NEED GO NO FURTHER THAN TO COMPLETE AND SUBMIT THIS FORM. WHILE THE STATE ASSOCIATION MAY ACKNOWLEDGE RECEIPT OF THIS FORM, THAT IS NOT NECESSARY FOR YOU AND YOUR TEAMS TO PARTICIPATE IN THE TOURNAMENT OR GAME.

TEAM PLAYER FORM

This form is to be provided by a State Association for a team going to a tournament or games that are not approved by US Youth Soccer or any of its State Associations.

TEAM NAME: _____

Following is the information requested about the players of the team named above registered with the [Insert the name of your State Association] as of [Insert date this form is being completed] for the seasonal year [Insert seasonal year, such as 2009-2010]:

Name of Player:

Date of Birth:

[Provide only the printed name and address of the State Association at the end of the form. Do NOT use State Association letterhead or logo.]

THE INFORMATION PROVIDED ON THIS FORM IS BEING PROVIDED SOLELY BECAUSE OF THE REQUEST OF THE TEAM FOR PURPOSES DETERMINED ONLY BY THE TEAM. PROVIDING THIS INFORMATION DOES NOT CONSTITUTE AUTHORIZATION OR ENDORSEMENT OF ANY EVENT OR ACTIVITY FOR WHICH THE TEAM MAY USE THIS INFORMATION.

ALTERNATE PLAYER PASS

FRONT OF
PLAYER PASS:

PLAYER PASS	
PLAYER'S NAME: _____	
BIRTHDATE: _____	
[ATTACH] [PLAYER'S] [PHOTO] [HERE]	
_____ PLAYER'S SIGNATURE	
TEAM: _____	

BACK OF
PLAYER PASS:

REGISTERED WITH:	
_____ STATE ASSOCIATION	
FOR THE FOLLOWING PERIOD:	
FROM _____	THROUGH _____
This player is in good standing as of the following date:	
_____, 20__	
This player pass is issued for use in playing in activities outside the jurisdiction of US Youth Soccer and its State Associations	

Region 1 Travel Policy

Region 1 has established a policy concerning permission to travel when attending US Youth Soccer sanctioned tournaments inside Region 1. The purpose of this policy is to make it as simple as possible for teams of US Youth Soccer Region 1 state associations to travel to tournaments within Region 1. The policy states that any US Youth Soccer State Association team within Region 1 that is accepted into a tournament in Region 1 does not need permission to travel papers. Permission to Travel is not required for participation in friendly games and tournaments within Region 1.

Region 1 Tournament Hosting Policy

The other part of the Region 1 Travel Policy has to do with Hosting Tournaments. When a member of NYSWYSA makes an Application to Host a Tournament, they must acknowledge that they understand the Region 1 policy on travel and will abide by it. If they do not, the Application to Host will be denied.

US Youth Soccer Region 1 is comprised of the following state associations:

- Connecticut Youth Soccer Assn.
- Delaware Youth Soccer Assn.
- Eastern New York Youth Soccer Assn.
- Eastern Pennsylvania Youth Soccer Assn.
- Soccer Maine
- Maryland State Youth Soccer Assn.
- Massachusetts Youth Soccer Assn.
- New Hampshire Soccer Assn.
- New Jersey Youth Soccer Assn.
- New York State West Youth Soccer Assn.
- Pennsylvania West State Soccer Assn.
- Soccer Rhode Island
- Vermont Soccer Assn.
- Virginia Youth Soccer Assn.
- West Virginia Soccer Assn.

**New York State West Youth Soccer Association Policy For Hosting Outdoor
Tournaments or Festivals (Jamborees) (Approved 08/26 - 01, Revised 09/13-01,
Second Revision 10/27-2010)**

The Hosting Organization shall:

1. Submit its Hosting Application and all other required documents/forms and fees referred to below to the New York State West Youth Soccer Association (NYSWYSA) State Office no earlier than September 1 but before November 1 for tournaments and festivals to be held during the next calendar year. Please use the on-line application process and follow with hard documentation as required.
2. Follow all rules/regulations and guidelines described in the US Youth Soccer Policy on Hosting Tournaments or Games of March 4, 2007 and pay particular attention to sections 3, 4, 5, and 6 of this Policy. Any Organization found to have violated the US Youth Soccer or NYSWYSA hosting policies, will be subject to disciplinary penalties, which may include being denied permission to travel to and/or permission to host future tournaments or festivals.
3. Submit an Assignor Certification Form signed by a certified Assignor (or his/her designee) confirming the availability of a sufficient number of officials for the specified Tournament/Festival.
4. Submit a copy of the Tournament Rules, and as part of these rules you must: a) Specify the number of fields that will be utilized, and their locations. b) Have a clear and concise policy on the penalty for a coach or player receiving a red card. In particular, this policy shall contain a stipulation saying that any such penalty which cannot be fully served during the present tournament, must be completed during the next regularly scheduled league or tournament game (*not* to include any National Championship Series [State Cup] or President's Cup games).
5. Submit a letter from the Tournament Site Facility granting the Tournament Host use of their fields for the dates specified on the Host Application Form. This letter shall specify the numbers of fields and their locations. In the event the field situation is not yet certain at the time of the filing of the Hosting Application, the Hosting Organization may (in lieu of the above mentioned letter) include a statement indicating their expected number of fields and their locations. In this case the letter from the Tournament Site Facility shall be filed with the NYSWYSA office no later than sixty (60) days prior to the date of the Tournament/Festival. Failure to comply will be considered a violation of the NYSWYSA Hosting Policy (See #2 above). Final approval and listing of the tournament on the NYSW website will NOT happen until tournament site facility letter has been received by NYSW.
6. Attach to the Hosting Application a \$100 non-refundable Application Fee in the form of a club check made payable to NYSWYSA.

7. Submit a \$100 Tournament Bond in the form of a club check made payable to NYSWYSA. (One check covering both the Application Fee and the Tournament Bond is acceptable.) This bond will be refunded upon the NY West State Office receiving a Post Tournament Report within thirty (30) days after the conclusion of the tournament/festival. For special tournaments/festivals approved by the NYSWYSA Director of Recreational Soccer, the Post Tournament Report shall be filed with the Director within ten (10) days after the conclusion of the tournament/festival. Failure to submit the Post Tournament Report within the required number of days shall result in forfeiture of the Bond.

Furthermore,

8. NYSWYSA is not required to accept or approve any Application to Host a Tournament/Festival submitted outside the established time period of between September 1 and November 1. Applications received after November 1 will be considered on a first-come, first-serve basis and will be processed within five (5) business days of receipt at the NYSWYSA State Office. They must be accompanied by the following late fees, which are in addition to the regular application and bond fees, (Note: There also may be additional late fees required by US Youth Soccer).
 - a. Sixty (60) or more days prior to the Tournament/Festival - \$100.
 - b. Less than sixty (60) days prior to the Tournament/Festival-\$200.
9. NYSWYSA will consider applications that do not satisfy all of the specifications listed in #'s 1 – 8 above as incomplete. Incomplete applications (along with any fees submitted) will be returned within five (5) business days of receipt and considered as not having ever been submitted. The reason(s) for considering the application incomplete will be explained in an accompanying letter.
10. All U10 or younger age division play in tournaments must be advertised/ marketed as “festivals” or “jamborees”. Format of play must be round robin with no game results recorded/posted. There shall be no awards based on win/loss records for these age divisions – only participation awards for all players. Play in these age divisions shall be in accordance with established USYSA guidelines with the following additional specific requirements:
 - a. Effective on 1/1, 2003 the U9 and U10 age divisions must play no more than 7v7, including the goalkeeper, on a field with maximum dimensions of approximately 60 x 40 yards, with modified goals.
 - b. Effective on 1/1, 2003 the U11 age division must play 9v9, including the goalkeeper, on a field with maximum dimensions of approximately 85 x 60 yards, with full sized goals.
11. All Travel Permits for out-of-state participating teams shall be kept on file by the Hosting Organization for one (1) year after the Tournament/Festival and shall be made available to NYSWYSA upon request.
12. If the event to be hosted is cancelled, the Application Fee will be forfeited, and the

Tournament Bond will be returned only if the cancellation is not the fault of the Hosting Organization.

13. Each Tournament Host Director or his/her designee must attend a mandatory Tournament/Festival Host Meeting at the NYSWYSA Annual General Meeting in November. The exact date, time and location of this meeting will be announced in a special mailing and on our web site. Tournament/Festival approval may not be granted, and the Tournament Bond will be forfeited if a Tournament Host Director or official does not attend this meeting.
14. Applications received after September 1 but before November 1 will be processed as follows:
 - a. When there is only one application for a particular date in a district, the application shall be approved and processed within five (5) business days following the mandatory Tournament/Festival Host Meeting per the criteria outlined in sections 3, 4, 5, and 6 in the US Youth Soccer Policy on Hosting Tournaments and Games.
 - b. When two or more applications are for the same dates in a district, the applications shall be approved and processed within five (5) business days following the mandatory Tournament/Festival Host Meeting per the criteria outlined in sections 3, 4, 5, and 6 in the US Youth Soccer Policy on Hosting Tournaments and Games. This includes the provision that a certified Assignor (or his/her designee) signs the Assignor Certification Form for all applications.
 - c. When two or more applications are for the same dates in a district, and at least one Host Organization's Assignor Certification Form is not signed, the following process will be used in the order listed. (Note: In this case only will an unsigned Assignor Certification Form not automatically result in the application being rendered incomplete):
 - i. All clubs requesting the same dates in a district will be contacted no later than one (1) week prior to the Tournament/Festival Host Meeting and asked about the possibility of reducing the number of matches utilizing more than one (1) official.
 - ii. If there can be an agreement to reduce the number of referees required so that the certified Assignor (or his/her designee) determines there is a sufficient number of officials available and signs the Assignor Certification Form for all the applicants, all applications shall be approved per sections 3, 4, 5, and 6 of the US Youth Soccer Policy on Hosting Tournaments and Games.
 - iii. If the certified Assignor (or his/her designee) determines that there is an insufficient number of officials available and thus cannot sign the Assignor Certification Form for all of the applicants, a random draw will be held during the Tournament/Festival Host Meeting at the NY West Soccer Annual General Meeting in November. The first club drawn shall have its application approved. Subsequent clubs drawn shall also have their applications approved until the supply of officials is exhausted.
15. Prior to any hosting organization receiving an approved permission to host, the hosting organization shall register the minimum number of players as provided by the NYSW By-Laws, Article II, 2a for the seasonal year in which the event is to be held.