

MISSOURI YOUTH SOCCER ASSOCIATION **TOURNAMENT POLICY**

US Youth Soccer Section 304. Hosting only United States Teams—This section of the US Youth Soccer Tournament and Travel policy applies when hosting ONLY United States teams for tournaments or games.

US Youth Soccer Section 305. Hosting Foreign Teams (Teams from Outside the United States)---This section of the US Youth Soccer Tournament and Travel Policy applies when hosting one or more foreign team for a tournament or games, whether that tournament or games include United States team and foreign teams or foreign teams only.

US Soccer Policy 531-8(Former Rule 3040)-Assignment of Game Officials--Section 3. Use of Club Assistant Referees. When neutral assistant referees are not assigned or fail to appear for a match as assigned, the match referee may seek the assistance of club assistant referees whose duties shall be as delegated to them by the referee.

US Soccer Policy 601-7 Competition Participation – Section 2. (A) Tournaments hosted by Organization members or their members shall fall within one of the following two classes: (1) Unrestricted Tournament-a tournament that is open to all Federation affiliated participants. Any tournament that allows international participants must be an Unrestricted Tournament. (2) Restricted Tournament-a tournament that is open only to members of a single Organization Member or a subset thereof.

THE PURPOSE OF THE POLICY

- To provide a simple and understandable explanation of tournament/games hosting procedures and the policies and rules which pertain to those procedures.
- To ensure that standardized and uniform practices are followed by all member organizations of the Missouri Youth Soccer Association who are sanctioned to host a tournament so that any team participating in a tournament in the State of Missouri can know that the tournament will be conducted openly, fairly, and in accordance with USYSA rules. Only Missouri Youth Soccer member organizations can host sanctioned tournaments/games.
- To ensure that all-disciplinary actions arising out of tournament play are referred to the Home State Association for appropriate action.
- To provide Missouri Youth Soccer and it's members with data concerning the operation of tournaments within the State of Missouri.
- To provide for the safety and well being of all tournament participants.

ENFORCEMENT OF POLICIES

It is the responsibility of Missouri Youth Soccer by granting permission to host a tournament to ensure that the policies in this statement are followed. Failure of a host organization to follow policy may result in the imposition of sanctions, including but not limited to, denial of the privilege to host future tournaments.

APPROVAL TO HOST TOURNAMENT OR GAMES

Only a hosting organization (a member of the State Association) that is in “good standing” with US Youth Soccer and Missouri Youth Soccer may apply for, and be granted, permission to host a tournament or games. When an organization or individual that is not such a hosting organization provides sponsorship for a tournament or games, approval to conduct the tournament or games is granted ONLY to that hosting organization and NOT the sponsor.

A hosting organization that hosts a tournament or games without having approval to host or not otherwise complying with the requirements of this part is subject to penalties by its State Association or Affiliate and US Youth Soccer, including monetary penalties, denial 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 ORGANIZATIONS

A hosting organization shall comply with the terms of its approved Tournament or Games 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.

A hosting organization that is hosting a tournament or games to be played in August of one seasonal year—

- (1) May authorize the teams playing in the tournament or games to use its team roster for that seasonal year, the next seasonal year, or either seasonal year, if the team’s organization member does not prohibit the use of the team’s roster for the seasonal year that the hosting organization authorized for use during the tournament or games; and
- (2) Shall specify in its invitation and playing rules to the teams which seasonal year’s roster or rosters may be used to participate in the tournament or games.

A hosting organization is prohibited from—

- (1) Requiring 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 rate.
- (2) Advertising by ANY means the tournament or games it is hosting until it has received all approvals required by this policy;
- (3) Modifying or marking in any way original rosters or member passes (example: no stickers can be put on member passes to show they have checked in at tournament headquarters); registering any player, coach or team official or issuing any member pass on site during the tournament.

SERVICE PRICE

The Service Policy cost of hosting a tournament is five (5) dollars per team entered in the tournament. The first payment is equal to one teams entry fee. First payment must be submitted from Missouri Youth Soccer Member Organization with the Host Tournament Packet This fee is non-refundable once tournament has been approved, unless the tournament is cancelled in writing to the state office 30 days prior to the event. If the tournament is cancelled 30 days prior to event 75% of the tournament fee will be applied to your next approved tournament-no refund will be made to the member organization.

The second payment is the variance between the first payment and the dollar amount equal to five (5) dollars per team entered in the tournament. (Example: Entry fee - \$200.00. 100 teams accepted in tournament x \$5.00 = \$500.00. The Service Policy payment due MYSA would be \$300.00. The second payment must be sent to the Missouri Youth Soccer state office with the Post Tournament Report.

If refund policy is not 100% refundable and tournament is cancelled the service price payment must be submitted with the Post Tournament Report).

When a host member or affiliate member organization hires a management company to manage or administer their tournament; that management company will pay a minimum of \$50.00 (fifty) per tournament team entry as a host fee to the member or affiliated member organization that contracts for the service. The management company must also provide a copy of their current Missouri Business License with Addendum B.

When a host member or affiliate member organization hires a management company to manage or administer their 3 v 3 or 4 v 4 tournament; that management company will pay a minimum of \$20.00 (twenty) per tournament team entry as a host fee to the member or affiliated member organization that contracts for the service. The management company must also provide a copy of their current Missouri Business License with Addendum B.

TOURNAMENT LATE FEES

The National State Association is not required to approve any application submitted less than ninety (90) days in advance. If an application is submitted less than ninety (90) days in advance, late fees may be charged by the National State Association. The late fee charge by MYSA for tournaments approved less than sixty (60) days prior to event is \$200.00.

PERMISSION TO HOST A TOURNAMENT

Any Missouri Youth Soccer member organization desiring to host a tournament shall contact the State office and request a hosting packet. The Missouri Youth Soccer Association State office will respond to the member organization request for a hosting packet within ten (10) working days. The hosting packet will include the following:

- a. Host Tournament Check List
- b. A US Youth Soccer Association Application to Host Tournament or Game form
- c. A US Youth Soccer Association Tournament Hosting Agreement form
- d. A copy of Missouri Youth Soccer Association's Tournament Policy
- e. SYRA Approval Form
- f. District/Alternate Commissioner Approval Notification
- g. Tournament Safety Check List Recommendations
- h. Addendum A and/or B if applicable.

REQUEST TO HOST A TOURNAMENT

The member organization that is requesting to host a tournament will submit the following in packet form to the Missouri Youth Soccer State Office (All forms must have original signatures - NO COPIES OR FAX COPIES will be accepted):

1. A completed and executed US Youth Soccer Association Tournament or Game Form. If inviting foreign teams additional paperwork must be filled out. Contact the state office for additional tournament forms to host foreign teams.
2. A completed and executed US Youth Soccer Association Tournament/Games Hosting Agreement.
3. Completed Addendum A form if applicable.
4. A copy of the tournament rules including refund policy and cancellation policy. (Suggested refund policy: Return 100% of the entry fee minus fixed costs (specify dollar amount); i.e. Referee assignor, service policy, medals, patches, printings, and trophies. This does not include management fees or risk capitol; i.e. Sale items and concession items. Refund distributed equally among all entries. Once a team is accepted for the tournament there is not a refund if the team withdraws.)

5. **A completed and executed original SYRA Approval Form. The referee assignor must guarantee to generate a three man licensed referee team per game. If not present, USSF Policy 531-8-Section 3 applies.) Three-man system applies to U9 and older teams. The referee assignor must be on site during the entire tournament. If multiple sites are used the referee assignor will appoint Site Coordinators but they must be currently registered referee assignors.**
6. **A copy of a completed contract with any individual, or organization who/which is managing the tournament from outside the member organization be on file.**
7. **Completed Addendum B form if applicable.**
8. **Copy of completed contract between member organization and club if a member organization is sponsoring tournament. Contract or letter from member organization should list responsibilities of member organization and league/club. It is the responsibility of the member organization to oversee all tournament policies.**
9. **Fee equal to one team entry fee.**
10. **A signed contract with an on-site certified medical trainer or medical care provider. If using more than one field location a certified medical trainer or medical care provider must be at each site.**
11. **Signed notification of hosting the tournament by the District or Alternate District Commissioner.**
12. **If applicable, disclosure statement with list of required hotel/motel names and guaranteed rate. Copy of each hotel/motel contract listed on the disclosure statement. (Added 3/2002)**

If any of the above is not in the hosting request packet, neither the Missouri Youth Soccer State Office nor the Missouri Youth Soccer Board of Directors will process the request.

PERMISSION TO HOST FRIENDLY/PRACTICE GAMES

Any Missouri Youth Soccer team or club desiring to host friendly/practice game(s) with a team or teams from another National State Association shall contact the State office and request a Host Tournament Application.

Friendly/practice games are defined as games between teams, which are not set up in a tournament format and are used for practice purposes with no age group winner, trophies or other awards. The maximum number of teams per friendly/practice game host tournament application to qualify as friendly/practice games is four (4) teams.

No entry fees can be charged for friendly/practice games. Teams can split field rental costs and referee fees only.

The service fee for friendly/practice games shall be \$25.00 per host tournament agreement.

The Missouri Youth Soccer team or club requesting to host friendly/practice game(s) will submit the following to the Missouri Youth Soccer State Office-attention Tournament Chairperson for approval:

1. A completed and executed US Youth Soccer Association Tournament/Games Hosting Agreement. If hosting foreign teams additional paperwork must be filled out. Contact the state office for the additional forms.
2. A copy of the game schedule(s).
3. A list of the teams invited for the friendly/practice game(s).
4. Copy of certificate of insurance form from Missouri Youth Soccer stating this field is listed with Missouri Youth Soccer insurance carrier.
5. A check made out to Missouri Youth Soccer in the amount of \$25.00.
6. A sign letter from a registered referee assignor to guarantee a three man licensed referee team per game.

TOURNAMENT GAME CARDS

Missouri Youth Soccer requires the use of game cards for all tournaments. These should be kept for a period of one year with hosting organization. The important information needed on the tournament game cards is: Team Name, Coach/Manager Name, List of players with jersey and player ID number, Age Division, Field Number, Game time, Date of game, Center Referee, AR1, AR2, 4th official (if applicable), and Field Marshall Name.

PROCEDURES FOR TOURNAMENT APPLICATIONS/INVITATIONS

A copy of the tournament application/invitation should be mailed to Missouri Youth Soccer State Office. When inviting teams to an approved tournament or games, the invitation to each team MUST include the following:

- a. A copy of the approved US Youth Soccer Association Application to Host a Tournament or Games.
- b. A copy of the rules and regulations governing the tournament or games.

- c. 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.
- d. If the tournament or games are to be played in August, the roster or rosters of which seasonal year or years that may be used to participate.
- e. A statement that the team must follow the applicable procedures of this policy.
- f. A statement that U. S. Soccer rules regarding the use of US Soccer registered referees **ONLY** will be followed, unless US Soccer has granted a waiver to allow the use of authorized referees from another country.
- g. Any tournament requirements/qualifications for participation.
- h. The name of the Tournament Director, address and phone number(s).
- i. If accommodations, transportation or meals or being provided, a description of what will be provided.
- j. Expenses for which the visiting teams are responsible (i.e., entry fee, referee fees, meals, lodging, transportation, etc.)
- k. If foreign teams are to be invited please review US Soccer Travel and Tournament Manual.

The official tournament application/invitation must also be sent to the home National State Association of the teams being invited, prior to the start date of your tournament or games.

PROCEDURES AFTER TEAMS ACCEPTANCE

Once a team has been accepted into a tournament or games, the following should be sent to that team at least thirty (30) days before the starting date of the tournament or games:

- a. A complete copy of the rules and regulations of the tournament or games.
- b. The dates, times, and places of any coaches meetings and check in.
- c. If accommodations are not being provided, a list of hotels and motels in the vicinity of the tournament or games, their phone numbers, fax numbers, and rates.
- d. What publicity information, if any, is required, including pictures, player and coaches biographies, team accomplishments, etc?

The following **MUST** be sent to the MYSA State office to the attention of MYSA Tournament Chairperson prior to the start of the tournament (recommend this gets mailed to the state office the same time mailings are made to team coaches/managers):

- a. Copy of the Tournament Application or Tournament Invitation. This also should be sent to all National State offices of states you list on your Host Tournament Application.
- b. Team check-in information. This information **MUST** also be sent to the District and Alternate District Commissioner of your district.
- c. Copy of tournament game schedules.

TOURNAMENTS OF EIGHTY (80) TEAMS OR MORE

There will be no more than one competitive tournament in the State with eighty (80) teams or more on the same date or dates without a signed agreement between the Missouri State Youth Referee Administrator and the Missouri Registered Referee Assignor.

The Referee/SYRA Approval Form for Tournaments in Missouri must be completed for all tournaments. The last section on this form only needs to be filled out and signed by the SYRA if your tournament is **NOT** the pre-existing/Historical tournament for the dates you are applying for. Pre-existing/Historical tournaments will be given priority over applications for new tournaments.

TOURNAMENTS HOSTED BY MEMBER ORGANIZATIONS

The Missouri Youth Soccer will sanction no more than four (4) tournaments per seasonal year for any Missouri Youth Soccer member organization.

The four (4) sanctioned tournaments must be held in the District of the Missouri Youth Soccer Member Organization hosting the tournament.

Historical Tournaments must submit to the Tournament Chairperson the Host Tournament Application by March 1st for September-February tournaments and November 1st for March-August tournaments to keep Historical Tournament date for the next seasonal year.

Tournament applications for the next seasonal year will be approved March 1st of current seasonal year for September-February and November 1st for March-August. Early approval for historical tournaments can be made upon receipt of completed post tournament report and complete host tournament application packet for the next seasonal year.

POST TOURNAMENT REPORT

The post tournament report **MUST** be filed by the hosting organization with Missouri Youth Soccer within twenty (20) days after the conclusion of the tournament. Failure to file a report shall result in a late fee fine of \$250.00 and shall preclude the tournament from receiving sanction for any tournament for the following year until the report is filed. Violation of the reporting process can also result in the member being dropped from the list of pre-existing/historical tournaments. This report shall include documentation of incidents involving ejections or cautions.

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, Affiliate, or other Organization Member immediately, but in no event later than 48 hours after an incident or referee assault or abuse.

The post tournament report packet will be sent with the approved US Youth Soccer Application to Host a Tournament or Games and will include the following:

a. Missouri Youth Soccer Post Tournament Report (Page 1-3). This should be filled out by the tournament director and signed by president of hosting member organization. If a tournament is canceled the post tournament report must still be filled out and sent to the Missouri Youth Soccer state office.

b. Missouri Youth Soccer Post Tournament Report (Page 4) Yellow (cautions) and Red (ejections) Cards. This should be filled out by the tournament director and signed by president of hosting organization and submitted with pages 1-3 of post tournament report to Missouri Youth Soccer state office.

c. Missouri Youth Soccer Referee Assignor Post Tournament Report (Page 5). This report must be filled out and signed by the tournament referee assignor and sent directly to the Missouri State Youth Referee Administrator. Report must be received by Missouri SYRA twenty (20) days after the close of the tournament.

- a. Additional payment if applicable for the service policy price variance.
- b. Copy of tournament program/ad book if applicable.

MISSOURI YOUTH SOCCER OBLIGATIONS

1. The District Commissioner, Alternate District Commissioner, or their district designate (other than a person from the hosting member organization) will spot check at check-in and game sites.

2. Publish a list of the sanctioned tournaments in the State. This will also be available on the Missouri Youth Soccer Association web site page. The web site is www.mysa.org.

3. Pre-existing/Historical tournaments are those tournaments that have consecutive years of sanctioned play on comparable dates or holidays with each additional year of play given additional weight.

4. All Missouri Youth Soccer member organizations, Missouri Youth Soccer registered players, coaches, administrators, and trainers expect that our sanctioned tournaments, leagues and other events provide a safe and consistent venue for youth to play soccer. The ability to play in an environment, which provides health insurance, consistent rules, good quality and, an adequate number of referees is key to our growth and success.

5. A Missouri Youth Soccer member organizations relationship and association with MYSA could be construed by the general public and the member and the Missouri Youth Soccer member organizations players to reflect Missouri Youth Soccer support and approval of any activity the Missouri Youth Soccer member organization undertakes whether Missouri Youth Soccer has knowledge of said activity or not.

6. Failure to secure sanctioning of the event also prevents Missouri Youth Soccer from providing oversight of the event and does not insure that the event is properly run with adequate insurance, consistent rules and referees.

7. No Missouri Youth Soccer member organization, league, club or other entity shall be associated with or promote any league, tournament or other event which is not sanctioned by MYSA or provided for under the Missouri Youth Soccer By-laws, Constitution and Board Policies.

8. Missouri Youth Soccer member organizations found in violation of this policy will be asked to withdraw from said activity immediately if discovered prior to the event, and if discovered after the fact, said Missouri Youth Soccer member organization could be suspended from Missouri Youth Soccer for a period of up to one year after a formal open hearing on the matter.