

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 teams for a tournament or games, whether that tournament or games include United States teams and foreign teams or foreign teams only.

US Soccer Policy S31-8 (Former Rules 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) Tournament hosted by Organization members of 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 this Policy

- To provide a simple and understandable explanation of the tournament hosting procedures and the policies & 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 Missouri Youth Soccer Association for appropriate action.
- To provide Missouri Youth Soccer and its 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 the policy may result in the imposition of sanctioned, including but not limited to, denial of the privilege to host future tournaments.

Only a hosting organization (direct club member of Missouri Youth Soccer) that is in "Good Standing" with US Youth Soccer and Missouri Youth Soccer may apply for, and be granted, permission to host a tournament/games. When a tournament/games are approved to a hosting organization, approval is given to **ONLY** that hosting organization and **NOT** a management company or sponsor of the tournament.

A hosting organization that hosts a tournament or games without having approved to host or not otherwise complying with the requirements of this part is subject to penalties by Missouri Youth Soccer 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 that is hosting a tournament or games to be played 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 club/league 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 roster(s) 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 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 (i.e. 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 cost of hosting a tournament is five (5) dollars per team entered into the tournament. The first payment is equal to one team's entry fee (If you're charging \$450/team to play in your tournament, you must send in a check for \$450 with your tournament application). The first payment must be sent in with the tournament application, or the tournament will not be approved. This payment is non-refundable once the tournament has been approved, unless the tournament is cancelled in writing to the MYSA office 30 days prior to the event.

If the tournament is cancelled, the tournament entry fee will be refunded in its entirety.

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.

For example: Entry Fee - \$200.00. 100 teams accepted in the tournament x \$5.00 = \$500.00. The second payment would be \$300.00 and must be sent to the MYSA office along with the post-tournament report. Failure to send the second payment will result in a delay in approving future tournaments for that Hosting Organization.

If the host tournament refund policy is not 100% refundable and the tournament is cancelled, the second payment must still be submitted with the post-tournament report.

When a host organization hires a management company or individual to manage or administer their tournament, that management company or individual will pay a fee of \$10.00 (ten) per team 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.

Missouri Youth Soccer is not required 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 Missouri Youth Soccer. For tournaments that are approved less than sixty (60) days in advance, there will be a late fee charge of \$200.00 payable to Missouri Youth Soccer.

Permission to host a Tournament

Any Missouri Youth Soccer member organization desiring to host a tournament shall contact the MYSA Office or go online to www.mysa.org to request a hosting packet. The MYSA 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) A US Youth Soccer Association Application to Host Tournament/Game Form
- b) A US Youth Soccer Association Tournament hosting Agreement Form.
- c) Addendum A (if applicable)
- d) Addendum B (if applicable)

- e) Signed Referee Assignor approval form
- f) Copy of Tournament Rules, including refund policy and cancellation policy
- g) Signed 'Read Tournament Policy' form
- h) First Payment for the tournament service price
- i) Signed contract with an on-site certified medical trainer.
- j) Disclosure statement with list of hotel/motel names and guaranteed rate (if applicable)

If any of the above is not in the hosting requested packet, the MYSA State office will not process the request.

Permission to Host Friendlies / Practice Games

Any Missouri Youth Soccer team or club desiring to host a friendly/practice game(s) with a team(s) from another State Association shall contact the MYSA Office or go online to request a Host application.

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

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

The service fee for friendlies/practice games shall be \$25.00 per application.

The Missouri Youth Soccer team or club registering to host friendlies / practice games will submit the following to the MYSA office:

- 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 MYSA office for these forms.
- 2) A copy of the game schedules.
- 3) A list of the teams invited for the friendlies/practice games.
- 4) A copy of certificate of insurance form from Missouri Youth Soccer stating this field is listed with Missouri Youth Soccer.
- 5) A check/payment made out to Missouri Youth Soccer in the amount of \$25.00.
- 6) A signed letter from a registered referee assignor to guarantee a three (3) man licensed referee team per game.

Tournament Game Cards

Missouri Youth Soccer requires the use of games cards for all tournaments. These should be kept for a period of one (1) year with hosting organization. The important information needed on the tournament game cards must include: Team Names, Coach/Manager Names, List of players with jersey & ID Numbers, Age Division, Field Number, Game Time, Date, Center Referee, AR1, AR2, 4th Official (if applicable), and Field Marshall Name.

Procedures for Tournament Applications / Invitations

When a team goes to apply to a tournament, they must have access to the following information on the Hosting Organization's website:

- 1) A copy of the approved US Youth Soccer Association Application to Host a Tournament or Games (commonly referred to as the 'Sanctioning Form')
- 2) A copy of the rules and regulations governing the tournament of games.
- 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) If the tournament or games are to be played in August, the roster(s) of which seasonal year(s) that may be used to participate.
- 5) A statement that the team must follow the applicable procedures of this policy.
- 6) A statement that US 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.
- 7) Any tournament requirements/qualifications for participation.
- 8) The name of the Tournament Director, address and phone number(s).
- 9) If accommodations, transportation or meals being provided, a description of what expenses for which the visiting teams are responsible (i.e. entry fees, referee fees, meals, lodging, transportation, etc.)
- 10) If foreign teams are to be invited, please review the US Soccer Travel and Tournament Manual.

Procedures after Teams are Accepted

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:

- 1) A complete copy of the rules & regulations of the tournament or games.
- 2) The dates, times, and places of any coaches meetings and check-in.

- 3) If accommodations are not being provided, a list of hotels/motels in the vicinity of the tournament or games, their phone numbers, fax numbers, and rates.
- 4) What publicity information, if any, is required, including pictures, player and coaches biographies, team accomplishments, etc...

The following MUST be sent to the MYSAs office to the attention of the MYSAs 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/manages):

- 1) copy of the Tournament Application or Tournament Invitation. This also should be sent to all National State Offices of states you listed on your host Tournament Application.
- 2) Team check-in information. This information MUST also be sent to the District and Alternate District Commissioner of your district.
- 3) Copy of tournament game schedules.

Tournament of Eighty (80) Teams or More

There will be no more than one (1) 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 Tournament 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.

Tournament Deadlines / Restrictions

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.

TOURNAMENT APPLICATIONS FOR THE UPCOMING CALENDAR YEAR MUST BE SUBMITTED BY OCTOBER 30TH OF THE PRECEDING YEAR. So, if your organization will be hosting a tournament in May of 2013, you need to submit your tournament application by October 30, 2012.

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. A Historical Tournament retains precedence for their particular weekend over other tournaments within their district. There can be no more than one (1) Historical Tournament in a district any particular weekend.

Tournament applications for the next seasonal year will be approved March 1st of the current seasonal year for September - February and November 1st for March - August. Early approval for Historical Tournaments can be made upon receipt of the tournament application prior to the deadline date.

Post-Tournament Report

The post-tournament report must be sent by the hosting organization to Missouri Youth Soccer within thirty (30) 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. If the post-tournament report is more than ninety (90) days late and the late fee fine is sixty (60) days late, the tournament will lose its status as a Historical Tournament.

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 of abuse.

A post-tournament report must be submitted even if the tournament is cancelled.

Missouri Youth Soccer Obligations

- 1) The District Commissioner, Alternate District Commissioner, or their District Designate (must be someone other than an individual from the hosting organization) will spot check at check-in and game sites.
- 2) Publish a list of the sanctioned tournaments in Missouri. This will also be available on the Missouri Youth Soccer website: www.mysa.org
- 3) 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, its 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, and an adequate number of referees is key to our growth & success.
- 5) Failure to secure sanctioning of the event also prevents Missouri Youth Soccer from providing oversight of the event and does not ensure that the event is properly run with adequate insurance, consistent rules, and referees.
- 6) 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 Bylaws and/or Board policies.

- 7) 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.