

Tournament

Manual of Operations





California Youth Soccer Association-South
NATIONAL STATE ASSOCIATION OF THE
UNITED STATES YOUTH SOCCER ASSOCIATION
AND THE UNITED STATES SOCCER FEDERATION



SUBMISSION OF APPLICATION TO HOST A TOURNAMENT

HIGHLIGHTS

The Cal South Application to Host a Tournament must be signed by a top officer (President, Vice President, Secretary, Treasurer, or Registrar) of your League of Registration before submitting it to the corporate office. **The corporate office will now handle contacting your District Commissioner for his/her approval prior to the Board of Directors meeting.** Therefore, all applications MUST come directly to the Cal South corporate office at 1029 S Placentia Avenue, Fullerton, CA 92831.

Applications to be considered by the Cal South Board of Directors for approval of sanctioning must be in the Corporate Office by April 30th and October 31st of the current year. The Cal South Board of Directors approves tournaments at the scheduled June and December board meetings.

Tournament Applications submitted after April 30th for the June Board meeting approval or after October 31st for the December Board meeting approval are subject to a \$500 late fee, no exceptions!

Please review the Tournament Manual of Operations carefully before submitting the Application to Host a Tournament. Incomplete applications will be returned.

Tournaments sanctioned by Cal South may not be concurrently sanctioned by any other sanctioning body.

MANUAL OF OPERATIONS FOR CAL SOUTH TOURNAMENTS

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I. TOURNAMENT CLASSIFICATIONS

1. Class I: Open to teams affiliated with USSF and teams affiliated with FIFA from foreign countries (if Application for Foreign teams is completed & approved).
2. Class II: Open to affiliated competitive teams from Cal South only.
3. Class III: Open to recreational teams affiliated with USSF and teams affiliated with FIFA from foreign countries (if Application for Foreign teams is completed & approved).
4. Class IV: Open to affiliated recreational teams from Cal South only.
5. Class V: Open to affiliated teams within the host league's Cal South district only.

NOTE: Any nonleague match in which fees are charged, with the exception of a mutual sharing of standard referee fees, shall be considered a tournament and therefore will require appropriate Cal South sanctioning. For the purposes of this Manual, Recreational teams are defined as teams formed without try-outs, invitations, recruiting or any like process to roster players selectively to the team on the basis of talent or ability. The parent league/club must regularly accept any and all eligible youths for play (subject to reasonable terms of registration) and no more than five players are retained on the team from the prior year.

II. SUBMISSION OF APPLICATIONS FOR TOURNAMENTS

1. Final Sanctioning / Approval Authority:
 - A. Class I, II, III, and IV Tournaments must be sanctioned by the Cal South Board.
 - B. Class V Tournaments must be sanctioned by the host District Commissioner.

2. All Applications for Tournaments must be approved and submitted by a Cal South affiliated League of Registration, District Commissioner, or the Board of Directors. The signature of an officer of the sponsoring League must be on the application before it is submitted to the Corporate Office. Exceptions must be approved by the Cal South Board of Directors. Incomplete applications will be returned.
3. Tournaments sanctioned by Cal South may not be concurrently sanctioned by any other sanctioning body (tournaments that are dual sanctioned as of April 7, 2007 are excluded).
4. Class I & III Tournaments must complete and submit the following USYSA forms in addition to the Cal South Application:
 - A. USYSA Application to Host Tournament
 - B. USYSA Hosting Agreement (2 pages)
 - C. USYSA Application to Host Foreign Teams (if applicable)
5. Tournament Sanctions (Approvals) will be made by the Cal South Board of Directors in June and December of each year. Completed applications must be received by the Cal South Corporate Office by April 30th or October 31st in order to be considered for approval on those dates or late fees shall be assessed. No advertising or recruitment of teams is allowed prior to approval. Cal South shall publish a list of approved tournaments for each calendar year.
6. Required information: The Application for Tournament must include:
 - A. Requested tournament dates, including makeup dates. Tournament play is prohibited Tuesday through Friday before 5 pm unless on a State of California

recognized holiday, or if the Cal South Board of Directors specifically grants an exception. Once approved, dates may not be changed without Cal South Board of Directors approval. To apply for a change of previously approved tournament dates, a \$300 fee is required. The date change fee may be waived by the Tournament Chair depending upon the circumstances necessitating the request for a fee waiver. (Effective June 7, 2003).

- B. Number of teams expected. Your tournament may not accept more than 110% of this number. The penalty for doing so is forfeiture to Cal South of the tournament application fees of the excess teams.
- C. Age Groups.
- D. Indicate if non-USYSA affiliated teams will be accepted.
- E. Number of Loan players allowed, if any.
- F. Tournament Class requested.
- G. Number of fields available for use, copies of Use Permits and Insurance:
 - i. Obtain Field Use Permits for all sites
 - ii. Additional Named Insured Certificates from Cal South for all sites to be utilized (if not already in League's possession). Copies must be sent to the Cal South Tournament Chairman within 90 days of tournament play.
- H. Attach one (1) copy of Tournament Rules
- I. Attach completed and signed Receipt & Affidavit of Compliance
- J. Attach completed and signed USYSA Tournament Hosting Agreement
- K. Attach completed and signed Tournament Referee Affidavit

- L. Attach completed and signed Referee Agreement
- M. Attach non-refundable application fee of \$100 (payable by League Check)
- N. Any other pertinent information to expedite handling of the request

Tournament applications with a request for approval not received by April 30th for the June Board of Directors meeting or by October 31st for the December Board of Directors meeting must pay an additional \$500 late fee.

- 7. Any amendments to the tournament application, other than play dates, must be approved by the Cal South Tournament Chairman, the District Commissioner, and the sponsoring League's President.
- 8. Tournament applications must be received by the Tournament Chairman at least 15 days prior to the Cal South Board of Directors meeting for approval consideration. Applications received after the 15-day deadline may not be presented to the Board of Directors for approval until the following monthly Board of Directors meeting.
- 9. Tournament dates not falling on consecutive weekends will be considered as more than one tournament and will require a separate application.
- 10. Tournament applications may not be brought directly to Board meetings for approval.

III. TOURNAMENT INVITATIONS

- 1. To request mailing labels for Cal South teams, submit a completed Label Request Form with fee as per instructions on the form.

2. Class I, II, III, and IV Tournaments shall use the Cal South Team Application Form or a similar team entry form. Each team entry form shall require the signature of the team coach or manager attesting to the accuracy of the information.
3. All Tournament Invitations shall include:
 - A. A copy of the approved Tournament Application
 - B. A statement that only USSF Registered Referees will be allowed
 - C. Sanctioning Class of the Tournament (I, II, III, IV, V or combination)
 - D. Name of the sponsoring body
 - E. Age groups, Boys and/or Girls
 - F. Number of loan players allowed, if any
 - G. General location of fields to be used
 - H. Tournament format (general structure, number and length of games, etc.)
 - I. Entry fee to be charged
 - J. Entry deadline
 - K. Expected acceptance date
 - L. Awards
 - M. Required paperwork to play: i.e., laminated USYSA Player Passes, Medical Release Forms, signed team roster, etc.
 - N. Additional required paperwork for out of state or Foreign Teams: Approved USYSA Application for Travel including roster or the appropriate foreign youth travel sanction must be received by Cal South prior to the Tournament.
 - O. If housing will be provided

P. Notice that ODP Select teams may be participating (if applicable)

Q. Latest date a team may drop and receive a 100% refund

IV. TOURNAMENT CANCELLATION – REFUNDS

1. Cal South has adopted a standing policy on refunds in the event a tournament is cancelled or postponed beyond its approved make-up dates. Tournaments may submit a refund policy for partial cancellations (for any reason) with its tournament application for Cal South approval, or it will be bound to the Cal South refund policy. That policy requires a refund net of the direct costs of any items given to the team or coach. Check with your District Commissioner for current policy.

V. PRE-TOURNAMENT REQUIREMENTS - *Invitations, Acceptance, Permits, Insurance, Referees, Travel Papers*

1. After approval and prior to play, Tournaments shall fulfill the following:
 - A. Mail out invitations at least two (2) months prior to the entry deadline.
 - B. All teams accepted for participation must be notified in writing of the paperwork requirements for check-in.
 - C. The Cal South Sanctioned Tournament Seal must be prominently displayed on the Tournament Website and is recommended for any forms or correspondence (i.e. invitation, advertisements, etc.).
2. If Non-Cal South teams are participating in your tournament:
 - A. In addition to the Tournament Director, Cal South must receive Travel Permits for all out of state teams prior to their participation.

- B. If permission to accept participation of Foreign Teams was obtained from USYSA, at least 60 days prior to the Tournament start date provide USYSA with a list of all accepted Foreign Teams, their home cities, countries, and age groups.

VI. TOURNAMENT CHECK-IN

1. The following items must be presented at tournament Check-In and verified by the Tournament for all teams / players / administrators prior to their participation:
 - A. Player Roster, signed by the coach or manager verifying its accuracy
 - B. A laminated USYSA Player Pass for all players and team administrators (Out-of-State player passes are acceptable as issued by the home state of the team)
 - C. Signed Medical Release Forms for all players
 - D. USYSA Travel Papers for all teams from outside Cal South
 - E. For all tournaments (Class I, II, III, IV, and V), Cal South teams must show proof that a League Program Administrator has a valid and appropriate Cal South Coaching License and has satisfied Cal South Risk Management.
 - F. Any Cal South coach may represent a Cal South team, provided that he or she has fulfilled the Coaching License and Risk Management requirements.
2. Upcoming seasonal year passes may be used for tournament play beginning the 15th of July. Current seasonal year passes are valid and their use in tournament play cannot be denied for any tournament which completes play prior to the start of the upcoming seasonal year (September 1st). Exception: Allow Out-of-State teams

to play in the appropriate tournament age division, based upon birth date, shown on the players' passes presented to the tournament.

VII. CONDUCT OF TOURNAMENT - *Facilities, Staffing, Scheduling, and Discipline*

1. Minimum facilities and staffing at Tournament site:
 - A. Tournament Headquarters shall be identified as such and properly staffed
 - B. If restroom facilities are not available at playing sites, then portable toilets shall be provided
 - C. A Field Marshall, easily identifiable and readily available, must be assigned to each venue for crowd control, information, etc.
2. Minimum rest between games shall be equivalent to the length of two games for that age group. Back-to-back "mini-games" shall not exceed the length of a regulation game, as modified by Cal South rules, for the age group playing the games.
3. Discipline:
 - A. Tournament Directors shall maintain control of Administrator and Player Passes.

In the event of an ejection (red card), the Pass shall not be taken by the Referee or any member of the Referee group, but shall remain in the custody of the Tournament Director or his designee.
 - B. Tournaments are responsible for adjudicating player or administrator assaults ("Other Assaults") that occur during play under the auspices of their respective tournament. Failure to do so may result in denial of Cal South sanctioning for future tournaments. All assaults on referees shall be remanded to Cal South within 72 hours of the incident.

4. The maximum roster size for U10 and below is 14 players per team. The maximum roster size for U11 to U16 is 18 players per team. The maximum roster size for U17 to U19 is 22 players per team.

VIII. TOURNAMENT REPORTING

1. The first names, last names, player pass ID numbers, state associations, and team names of all players issued Red Cards must be reported to the Cal South Tournament Chairman within seven (7) days of the completion of tournament play. Cal South shall notify the appropriate State Association of any red cards issued to players within their jurisdiction.
 - A. Penalty – Failure to file the Red Card report after 7 days will result in a fine of \$250; after 30 days tournament approval will be withdrawn.
2. Referee assaults must be reported to the Tournament Chairman and the Protests, Appeals, and Disciplinary (PAD) Chairman or Vice President of Cal South in writing within 72 hours.
 - A. Penalty – Failure to file the report for referee assaults after 72 hours will result in a fine of \$250; after 7 days tournament approval will be withdrawn.
 - B. Serious misconduct (assaults, unacceptable team conduct, illegal players, etc.) shall be reported in writing within 72 hours to the Cal South Tournament Chairman. Serious misconduct, if confirmed, is cause to declare a team ineligible to attend future Cal South sanctioned tournaments and/or receive travel papers.

3. The Cal South Tournament Report Form must be completed and filed with the Cal South Tournament Chairman within sixty (60) days of the conclusion of the Tournament. The following must also be included:
 - A. Tournament Program (if produced for the internet, a copy will suffice)
 - B. Rules of Play (if modified from originally submitted copy)
 - C. Invitation Form
 - D. Example Letter of Acceptance / Rejection
 - E. Penalty – Failure to file the tournament report within 60 days will result in a fine of \$250; after 90 days tournament approval will be withdrawn.
4. A Statement of Revenue and Expense must be filed within sixty (60) days of the conclusion of the tournament. The statement must declare that all outstanding bills have been paid. Therefore, all bills must be paid within sixty (60) days.
 - A. If needed, an extension may be granted by the Cal South Tournament Chairman. The extension must be requested in writing within forty-five (45) days of completion of the tournament.
 - B. Penalty – Failure to file the Statement of Revenue and Expense within 60 days will result in a fine of \$250; after 90 days tournament approval will be withdrawn.
5. All Class I Tournaments are required to pay a fee to support the Olympic Development Program (ODP). The ODP fee shall be received by the Cal South Corporate office no later than 14 days after the last day of the tournament.
 - A. The fee is \$5 for each team entered in the tournament.

- B. Penalty – Failure to submit the ODP program fee within 14 days will result in a fine of \$500; after 30 days tournament approval will be withdrawn.

IX. TOURNAMENT EVALUATIONS

1. Each Tournament is subject to a yearly review and evaluation by the Cal South Tournament Committee.
2. The Cal South Tournament Chairman shall prepare a report to the Cal South Board of Directors following all reviews and tournament evaluations. Such reports shall be presented prior to considering the tournament for subsequent approval / sanctioning.

X. PARTICIPATION IN NON-SANCTIONED TOURNAMENTS

1. No Cal South team may participate in a non-Cal South sanctioned tournament or games without prior approval of Cal South.