

NYSA TOURNAMENT HOSTING APPLICATION CHECK LIST

Submitting Organization Type:		
Submitting Organization Name:		
Brief Description of Submitting Organization:		
Have You Included the Following:		
USYS Application to Host a Tournament or Games Form	Yes	No
USYS Tournament or Game Hosting Agreement with supporting data	Yes	No
\$25.00 non-refundable application fee	Yes	No
Proof of host organization non-profit status	Yes	No
A description of the hosting organization	Yes	No
Copies of IRS 990 filings (leagues or clubs only)	Yes	No
A copy of the Temporary Business License or Temporary Business License application (Applies in Las Vegas only)	Yes	No
A copy of the tournament rules and advertisements that will be distributed	Yes	No
“Stay and Play” required documents (See Section 24:02:05 of NYSA policy)	Yes	No
List of tournament directors, including names, addresses, telephone numbers, and e-mail addresses	Yes	No
Post-tournament Reports Filed for Last Year’s Tournament		
Statement of revenues and expenses for all tournament-related activities, including “Stay and Play”	Yes	No
Report on the number of teams, players per team, and team home states	Yes	No
Referee Assignor report on the conduct of the games, in a form approved by the SYRA	Yes	No
Report on the medical issues treated during the tournament	Yes	No
If the post tournaments reports were not received the current tournament application will not be considered by the NYSA Board.		



**US Youth Soccer
TOURNAMENT OR GAMES HOSTING AGREEMENT**

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

_____, _____ on the dates of _____ 20____, we agree to the following conditions:
(City) (State)

1. **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.
2. **INVITATIONS:** The tournament or games approval form shall accompany all tournament or games invitations distributed us.
3. **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, US Youth Soccer and their officers and directors as additional insured. A copy of the certificate of insurance is attached issued by _____
4. **REQUIRING MEDICAL AUTHORIZATIONS:** We shall require all teams participating in the tournament or games to provide medical authorizations for each player in a form adequate for use at the site of the tournament or games. These authorizations shall be presented to the Hosting Organization at registration and kept at the field available for use by the team.
5. **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.
6. **CREDENTIALS CHECKS:** We agree that we shall conduct credentials checks (check one)—
 - a. _____ at registration,
 - b. _____ at the field prior to each game by a field marshal, or
 - c. _____ at both sites,
 to ensure that all players are registered with US Youth Soccer or US Soccer, 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*.
7. **USE OF US SOCCER REGISTERED REFEREES:** We agree that we shall, in accordance with US Soccer Bylaw 532, 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: Effective, September 1, 2001, ONLY US Soccer certified assignors may be used.**):
 Name _____ Telephone () _____ - _____ FAX () _____ - _____
 Address _____ E-mail _____
 City _____ State _____ Zip _____
8. **USE OF FIELD MARSHALS - FIELD INSPECTION:** We agree that during the tournament or games each game field will have a field marshal assigned to it at all times; that the field marshal will be readily available and identifiable; that prior to the commencement of every game the field marshal will inspect the field to be sure that it is free from objects or conditions that may cause injury. If any condition exists which cannot be immediately corrected, it shall be brought to the attention of the referee and the tournament /games director. The Director of Field Marshals is:
 Name _____ Telephone () _____ - _____ FAX () _____ - _____
 Address _____ E-mail _____
 City _____ State _____ Zip _____
9. **USE OF SPECTATOR LINES:** We agree to take appropriate steps including, where feasible, the use of spectator lines on each field to keep the spectators off the touch line.

10. **PROVISION OF ADEQUATE TOURNAMENT COMMUNICATION:** We agree to provide adequate communication by means of _____ between the game fields and the tournament/games headquarters. The Tournament Communications Director is:
 Name _____ Telephone (____) _____ - _____ FAX (____) _____ - _____
 Address _____ E-mail _____
 City _____ State _____ Zip _____
11. **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.
12. **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 Affiliate 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.
13. **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.
14. **POST TOURNAMENT OR GAMES REPORT:** We agree that we shall file a 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 shall 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 unsportsmanlike 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, 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 of referee assault or abuse.**

 Signature of Hosting Organization President or Chief Officer
 Date _____

 Signature of Tournament or Games Director
 Date _____

Hosting Organization _____ Telephone (____) _____ - _____
 Address _____ Fax (____) _____ - _____ E-mail _____
 City _____ State _____ Zip _____

Tournament or Games Headquarters _____ Telephone (____) _____ - _____
 Address _____ Fax (____) _____ - _____ E-mail _____
 City _____ State _____ Zip _____



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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 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 _____

DO NOT SIGN until information above signature is filled out in FULL.

APPROVAL

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

By _____ Title _____

I. DEFINITIONS OF TYPES OF TOURNAMENTS AND TEAMS

(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.
- 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 ODP TEAMS

- 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 TEAMS

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

II. HOSTING RESTRICTED AND UNRESTRICTED TOURNAMENTS AND GAMES

APPLYING TO HOST RESTRICTED TOURNAMENTS OR GAMES

1. These procedures apply when hosting **ONLY** US Youth Soccer State Association or US Youth Soccer Affiliates teams for tournaments or games.
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.**
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.
4. 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

1. The provisions below are **in addition** to those required as stated above under "Applying to Host Restricted Tournaments or Games". All those provisions so stated above must also be complied with.
2. For all tournaments and games involving international teams (teams from outside the United States), the Rules for the Tournament or Games must comply with the following substitution requirements: For matches involving players under 16 years of age, the number of substitutions allowed is as provided by the Rules of the Tournament or Game. For all other matches, the number of substitutions is as agreed to prior to the match and the referee is informed prior to the match of that number. The number agreed to can be as provided in the Rules of the Tournament or Game.
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.
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