



Washington Youth Soccer

500 S. 336th Street, Suite #100 · Federal Way, Washington 98003-6389
PHONE (253) 4-SOCCER · FAX (253) 925-1830 · TOLL FREE 1-877-424-4318
www.wsysa.com



2008-2009 Washington Youth Soccer Tournament Application Packet

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This packet contains the forms that must be completed if you wish to host a Washington Youth Soccer sanctioned tournament during the 2008-2009 season. Each form must be completed in its entirety; incomplete, illegible or outdated forms will be returned unprocessed. Applications may be denied if Washington Youth Soccer has not received misconduct or final tournament reports relating to the previous year's tournament.

Submit the application packet to the Washington Youth Soccer office at the address listed above. The completed packet should include:

- 2008 Washington Youth Soccer Application for Tournament Sanction
- 2008 Washington Youth Soccer Tournament Hosting Agreement
- US Youth Soccer Application to Host a Tournament or Games
- US Soccer International Tournament / Games Hosting Agreement
- USSF Application to Host a Tournament or Games involving Foreign Teams and appropriate fees for hosting teams outside the United States.
- 2008 Tournament or Jamboree Rules ***See USSF Rules Checklist for Tournaments enclosed in this packet if your tournament will be hosting foreign teams.***

GENERAL REMINDERS:

1. Tournament committee chairs must have current Risk Management Acceptance.
2. Tournament reports are to be submitted to the Washington Youth Soccer Office as follows:
 - A. Disciplinary Reports: within 48 hours of the last game of the tournament.
 - B. Post tournament reports: within thirty (30) days of the event conclusion.
3. Tournaments will not be posted to the web site until all necessary approvals have been obtained.
4. If your tournament will be hosting foreign teams you **MUST** use the ***USSF Rules Checklist for Tournaments*** as your template for the composition of your tournament rules.

For assistance with the tournament sanctioning packet, please contact Tammy Snow, State Program Administrator at Tammy@wsysa.com or (253) 838-1861 ext 108 or toll free 1(877) 424-4318 ext 108



What's on your list today? You'll find it at
Fred Meyer



Affiliates:

FIFA

US Soccer
Federation

10/31/2008



Washington Youth Soccer



500 S. 336th St Suite #100
 (253) 4 SOCCER • 1 (877) 424-4318 ext 108
 FAX (253) 925-1830
www.wsysa.com
Tammy@wsysa.com

2008-2009

WASHINGTON YOUTH SOCCER APPLICATION FOR TOURNAMENT SANCTION

COMPETITIVE DEVELOPMENTAL SELECT RECREATIONAL JAMBOREE

Name of Tournament _____

Tournament Dates _____

Gender: Boys Girls

Ages: U- _____

Entry fee: \$ _____

Teams Participating will be invited from:

- Competitive - Premier Division I, II, III and WSYDL
- Select District , Inter District Leagues, Commissioners Youth League
- Recreational
- Jamboree U10 and below
- Other State Associations
- Foreign Teams
- Friendly Games Only

Source of referees _____

District _____ Member Association _____ Club _____

Tournament Director _____

Legal name _____ RMA # _____ Date of Birth _____

Address _____ City _____ Zip _____

Phone () _____ Email Address _____

Web site _____

Tournament Deadline _____

“Washington Youth Soccer Rules of Competition” will apply unless modified and approved by appropriate Washington Youth Soccer Board member(s). If modified, please attach modifications to this application. **ALL PLAYERS MUST BE INSURED.** Per Washington Youth Soccer Rule 207 (a) All players under the jurisdiction of Washington Youth Soccer (includes Member Associations and Districts) must be insured through Washington Youth Soccer before being allowed to participate in any Washington Youth Soccer activities.

TOURNAMENT DIRECTOR

SIGNATURE: _____

(Signature indicates that you have read the above statement and will adhere to these rules)

ASSOCIATION APPROVAL

Name	Title	Date

DISTRICT APPROVAL

Name	Title	Date

STATE VP APPROVAL

Name	Title	Date

STATE PRESIDENT

Name	Title	Date

2008-2009
Washington Youth Soccer
Tournament Hosting Agreement

(Addendum to U S Youth Soccer Tournament/Games Hosting Agreement)

In consideration of permission being granted to _____ (Host Association) to hold a tournament at _____ (city) _____ on the dates of _____, we hereby agree that as the Tournament Host Organization we will, in addition to the US Soccer Hosting Agreement, abide by the following:

CREDENTIAL CHECKS

We agree that we shall conduct credential checks to ensure that:

1. All players are registered with U S Soccer or other affiliated organizations (ex: AYSO, USYS, YMCA).
2. All out of state and foreign teams present approved application to travel from the appropriate authority.
 - (a) Out of state teams must have their State Organization Member approval.
 - (b) All foreign teams must show USYS approval as well as approval from their Federation Organization Member.
3. All foreign team players must present picture identification cards issued by the team's Federation Organization Member

POST TOURNAMENT REPORT

We agree that we shall file a Tournament Report with the National State Association (Washington Youth Soccer) granting us permission to host this tournament, within thirty (30) days of the conclusion of the tournament. We understand that failure to file the report shall preclude the tournament host from receiving sanction for the following seasonal year until the report is filed. The Tournament Report shall include the following information:

1. The number of teams participating in each age division.
2. The name of the champion for each division, if a champion is determined.
3. If "Sportsmanship Awards" are given, indicate the criteria for the award and to whom they were given.
4. The number of fields used for the tournament.
5. The name of the tournament sponsor, if any.

DISCIPLINARY COMMITTEE

We agree that we shall appoint a Disciplinary Committee and that all cards issued will be written up on the Misconduct Report Form with punishments per Washington Youth Soccer Rule 605. All misconduct reports and Tournament Disciplinary Committee minutes will be sent to the Washington Youth Soccer Disciplinary Director, via the Washington Youth Soccer office within 48 hours of the completion of the tournament. We have selected a Disciplinary Committee Chair for the tournament:

Legal Name _____
Date of Birth _____ RMA # _____
Street _____
City _____ State _____ Zip _____
Phone () _____
E-Mail _____

REFEREE ASSIGNOR

We agree that in accordance with USSF Bylaw 532, we shall use only USSF registered referees who are in good standing for all tournaments games, and shall utilize one or three referee systems utilizing the diagonal system of control. We intend to use a three referee system for the following age divisions: _____
_____. The referee assignor for the tournament is:

Legal Name _____
Date of Birth _____ RMA # _____
Street _____
City _____ State _____ Zip _____
Phone () _____
E-Mail: _____



A Proud Member of US Soccer

Affiliated with the Federation International de Football Association

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 _____

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



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



U.S. Soccer Federation, Inc.

APPLICATION TO HOST A TOURNAMENT OR GAMES INVOLVING FOREIGN TEAMS (HAPP 3-03)

Affiliated with the Federation Internationale de Football Association

Please Type or Print Clearly

Please Type or Print Clearly

Name of Tournament or Games _____

Hosting Organization _____

State Association/or Sectional Director _____

Location (City) of Tournament/Games _____ State _____

Date(s) of Tournament/Games _____ Estimated # of Foreign Teams _____

Tournament/Games Director/Contact Person _____ Telephone Work (____) _____

Ext. _____

Address _____ Telephone Home (____) _____

City _____ State _____ Zip _____ Fax (____) _____

Foreign Teams to be Hosted

Name of Team to be Hosted _____ Age Division _____ M / F (circle one)

Country _____

Name of Team to be Hosted _____ Age Division _____ M / F (circle one)

Country _____

Name of Team to be Hosted _____ Age Division _____ M / F (circle one)

Country _____

Name of Team to be Hosted _____ Age Division _____ M / F (circle one)

Country _____

*Attach a separate sheet for additional teams

Tournament/Games Director's Signature _____ Date _____

Team Names Must Be Submitted 30 Days Prior to Tournament

APPROVAL

(FOR OFFICE USE ONLY)

U.S. SOCCER FEDERATION, INC.

By _____

Title _____

Date _____

FOR HOSTING ORGANIZATIONS AFFILIATED WITH U.S. SOCCER FEDERATION ONLY

I certify that your tournament has been approved for domestic team participation.

By _____

Title _____

USSF Org. Member _____

Date _____

*In granting this permission to host a tournament or games, U.S. Soccer shall **NOT** be liable for transportation, lodging or injury to persons or property sustained in the course of the sanctioned event.*

**PROCEDURES FOR HOSTING FOREIGN TEAMS
IN TOURNAMENTS OR GAMES**

(Teams from outside of the United States, including Canada & Mexico)

Documentation must be submitted to US Soccer for approval no later than thirty (30) days in advance of the proposed date(s) of the tournament/games you are requesting permission to host:

1. a completed *Application to Host a Tournament or Games Involving Foreign Teams* (**must be the original - NO FAXES**);
2. a completed *Tournament Hosting Agreement*, if you are requesting permission to host a tournament, with appropriate supporting data, signed by the President or Chief Officer of the Host Organization, and by the Tournament Director;
3. a copy of the Rules for the Tournament or Games ;
4. applicable fee (\$75.00) made payable to U.S. Soccer: 30 or more days in advance;

After ensuring that your team or organization is in good standing, *U.S. Soccer* will then submit a copy of your tournament rules to *FIFA* (Federation Internationale de Football Association) requesting approval. Upon approval, *U.S. Soccer* will return the approved application to the hosting organization, and a copy to the State Association/Sectional Director.

U.S. Soccer will notify the federation from which the teams are traveling to compete in the tournament are associated.

**PROCEDURES FOR HOSTING FOREIGN TEAMS
IN TOURNAMENTS OR GAMES**

(continued)

PLEASE NOTE

U.S. Soccer is not required to accept or approve any application to host a tournament submitted less than thirty (30) days in advance.

Please submit application form, required documents, and \$ 75.00 fee to:

**U.S. Soccer Federation
Attn: Federation Services
1801 S. Prairie Avenue
Chicago, IL 60616**

**312-808-1300
312-808-9263 fax**

Please make copies as required for your records. U.S. Soccer will return one form with approval



2008-2009
Washington Youth Soccer
Jamboree Information for Tournament Sanctioning

A Jamboree is characterized by its emphasis on fun and lively competition, minimizing recognition of “winners”, “losers”, “champions”, etc. A JAMBOREE ENDS WITH EVERYONE HAVING FUN.

CONSISTS OF 3 GAMES PER TEAM –NO WINNERS!

GENDER / AGES –
Boys & Girls U8, U9, & U10

APPLICATION FOR A SANCTIONED JAMBOREE -

- 1) You need this to be approved by the State
- 2) You can get your Application from the wsysa.com website or through your Club Representative at the District Level.

PAPERS NEEDED TO APPROVE YOUR JAMBOREE -

- 1) Washington Youth Soccer Application for Tournament Sanction.
- 2) Washington Youth Soccer Tournament Hosting Agreement
- 3) US Youth Soccer Application to Host Tournaments or Games.
- 4) US Soccer Tournament /Games Hosting Agreement.
- 5) Jamboree Rules.

FIELDS -

- 1) You need to know what fields and equipment (ie; nets, corner markers, game balls, etc.) you have available to play.
- 2) If you start the Jamboree at 9:00 am and play the last game at 5:00 pm, you can play 9 games per field a day.
- 3) If you have 5 fields available, then you can play 45 games per day.
- 4) 45 games times 2 teams mean's 90 teams. 90 teams divided by 3 games per team means 30 teams are able to be fielded.

Now you can register 30 teams for your Jamboree

SCHEDULING -

- 1) For a 2 day Jamboree you can try to schedule teams that are traveling long distances in one day.
- 2) You could schedule U8 and U9 on one day and U10 another.
- 3) You should have at least 4 teams per age group so that they are playing a different team each time.
- 4) Schedule games on the hour for ease.

REFEREES –

You should have enough referees available and back-ups in case of emergency. Suggestion: 3 to 4 game's per day are good unless the referee is experienced

UNITED STATES SOCCER FEDERATION

RULES CHECKLIST FOR TOURNAMENTS

For a tournament held by a United States Soccer Federation member that includes foreign teams, the tournament rules are submitted to either FIFA or CONCACAF for approval. The following checklist is being provided to ensure that your tournament rules all requirements and therefore will also provide expeditious consideration and approval. The items included in the list are requirements that must be in the tournament rules unless otherwise stated.

I. TOURNAMENT NAME

Place the name of the tournament at the top of the Regulations and number the pages.

II. TOURNAMENT HEADQUARTERS

Provide the address, phone numbers and name of contact person.

III. REGISTRATION AND TEAM ELIGIBILITY

1. Check-in - Specify where, with whom, and when a team is required to register with the tournament upon arrival in the venue. (Example - on arrival at the tournament headquarters, 30 minutes before each game, at a specified location, at the team's game field, with a specific individual.)
2. Requirements - Specify what a team is required to provide when checking into the tournament. (Example - include tournament roster, player passes, insurance forms, parental permission slips, team roster, and travel permission form.)
 - A. TEAMS FROM THE UNITED STATES – For teams from the United States:
 1. The Players must present picture identification cards issued by the team's Federation Organization Member (USYS, AYSO, other)
 2. Teams must provide proof of approval of the team's participation from the team's Federation Organization Member.
 3. Teams from outside the State Association where the tournament is located must provide proof of permission to travel.
 - B. FOREIGN TEAMS – For a team coming from a CONCACAF nation:
 1. Players must present passports at registration or, if from a nation that the United States does not require a passport, proof of entry into the United States that is required by the United States.
 2. Teams are required to have and present player picture identification cards.
 3. Tournament rules must require that the team have a completed form from its Provincial or National Association approving the team's participation in the tournament.

IV. PLAYER AGE AND ELIGIBILITY – Specify:

1. The age groups and gender of the teams eligible to participate in the tournament and the maximum number of players permitted on the roster for each age group and gender.
2. If guest players are permitted. If so, specify the number permitted and the eligibility requirements. These may vary by age group and gender.

V. TEAMS – Specify:

1. How the home and away teams will be determined (Example – top team in the bracket, flip coin, etc.).
2. How uniform color conflicts will be resolved (Example – both teams must bring two sets of uniforms to each game, however if the referee determines there is a conflict, the home team will be required to change).
3. If there are rules about where teams and spectators are to be located (Example – the tournament director will designate which side of the field will be for the teams and which side will be for the spectators. No persons are permitted behind the goals).

VI. PLAYER CREDENTIALS AND UNIFORMS – State that:

1. Player picture identification cards are to be present and available at all matches.
2. Identification cards are required to be checked by the referee prior to each match
3. The shirt number of each player must be the same as the player's shirt number on the daily match report or roster. If the numbers are not the same, the referee is not to allow the player to take part in the match until the numbers are the same (Examples –The player changing his or her shirt, or the daily match report being changed).

VII. LAWS OF THE GAME

1. All matches must be played in accordance with *FIFA Laws of the Game*, except as specifically modified as follows in the tournament rules:
2. Specify any modifications to the Laws of the Game which your tournament will use, as allowed under “Modifications - Notes on the Laws of the Game” (Introduction section before the FIFA Laws of the Game), including:
 - a. Match length - Specify match length for each round and age group, including overtime periods (if any).

b. Substitution -The following substitution rules must be included:

1). SUBSTITUTION TIME

A player may be substituted on at a stoppage of play with the permission of the referee.

NOTE: Tournament regulations may limit when substitutions may be made by specifying specific stoppages in play when substitutions can be made (Example - At goal kicks and corner kicks, on your team's throw-ins, when a player is cautioned); otherwise substitutions may be made at any stoppage only with the permission of the referee.

2). SUBSTITUTION AGE LIMITS

1. If the age group is 15 & under, free substitution is allowed.
2. For age groups 16 years and older, free substitution is allowed providing the tournament is not an official competition (but a friendly club tournament) and the age category does not include matches between national teams of CONCACAF member countries. If it does include national teams, then up to six substitutions are allowed.

c. Player Equipment – Specify what is permitted and not permitted.

A. Shin guards – Required for all players (no exceptions).

B. Casts (Example – No hard casts are permitted. Soft casts are permitted with the permission of the referee.)

NOTE: You may require approval by a Tournament doctor as well but the ultimate authority is the referee.

VIII. TOURNAMENT AND MATCH SCHEDULES – Specify:

1. Tournament Format – By age group, whether the first round is a round robin or single elimination. If it is a round robin, specify how many teams qualify from each group for the succeeding rounds and what the format is for those succeeding rounds (Example – 2 teams in each bracket in an age group qualify for the semifinals with the winner of bracket A playing the winner of bracket B and vice versa, and the 2 winning semifinalists playing in the final match). If all groups are the same, so state.
2. Match Schedules – The minimum number of matches a team will play and the number of matches being played on each day. If the same for all groups, so state.
3. Procedures for Determining a Winner – The procedures for deciding matches that require a winner and specify which matches those are (Example, semifinals and finals). If overtime periods are used, overtime periods must be played to completion. “Golden goal” and “Silver goal” are no longer allowed.

4. Referees – That all matches must use referees certified by the Federation.
5. Match Delays, Suspensions, Cancellations – What the effect is to the match schedule if there are weather or other situations that result in a delay, suspension, or cancellation of play. Specify who makes that decision and what the outcome will be.
6. Refund Policy – State the policy of the tournament in regard to the refund of entry fees for cancellations, including if there is a refund and, if so, when, where, how, and how much.

IX. FORFEITS – Specify:

1. What constitutes a forfeiture (Example, a team not arriving by or within so many minutes of the scheduled starting time for a match or not having the minimum number of players present).
2. The minimum number of players required to start play.
3. Whether a team that forfeits a match will be permitted to proceed in the tournament to the playoff rounds.
4. The result for a forfeited match and how it impacts the standings (Example 3-0., depends on your Standings structure)

X. STANDINGS AND TIE-BREAKERS

1. Specify the system to be used in determining standings. (Examples include points from the results of matches such as points for a win, loss, and tie, bonus points for goals scored up to a certain number, results of forfeited matches, or loss of points for disciplinary action (e.g., coach and player red cards).
2. List the tie-breaker procedures to be used to decide the placement in the standings of teams that are tied. Recommended methods include::
 - a. Points earned from matches won or tied;
 - b. Head-to-head competition of the tied teams;
 - c. Goal difference;
 - d. Goals scored;
 - e. Goals allowed;
 - f. Kicks from the penalty spot;
 - g. Fair play scores;
 - h. A drawing by lots.

XI. MATCH AND SCORE REPORTING – Specify:

1. Who is responsible for reporting the match results, cautions, and ejection to the tournament headquarters (Examples - coaches, referees, field marshals, or any combination).

2. The procedure for reporting the match results, cautions, and ejections.
(Examples - the home team coach is to make the report; both coaches must sign a scorecard; the home team or field marshall must submit the card to the tournament headquarters immediately or within one hour).

XII. PROTESTS & DISPUTES – Specify:

1. Protests – What, if any, protests are permitted, the procedures to be followed, if any protest fees are required and if they are refunded if the protest is upheld.
2. Disputes – How disputes for non-referee decisions are handled (Example – player eligibility issues or disputes over tournament rules) and by whom.
3. The committee or other entity organized at the tournament to consider and hear protests and disputes.
4. The procedures and entity involved in a protest or dispute must provide quick due process.
5. The rules must state that: (1) decisions by referees may not be appealed, and (2) decisions by the entity deciding a protest or dispute are final and may not be appealed

XIII. CONDUCT AND DISCIPLINE – Specify:

1. Team and Spectator Conduct - The conduct that is expected from the teams (Example - a code of conduct) and what action will be taken for misconduct, including expulsion from the tournament.
2. General Rules - What is NOT permitted (Examples - animals, alcoholic beverages, smoking, verbal abuse of anyone).
3. Ejections - That a player or coach sent off during a match is not allowed to play or coach in the next match. State that the tournament committee may take additional disciplinary action against a team or individual for serious offenses, including suspension from the remainder of the tournament and non-eligibility for future tournaments of that tournament committee. Detail whether the passes for the player or coach are to be held by the tournament director until the suspensions are served. Specify where the suspended players and coaches may be during matches (Example – Coaches may be located on the spectators side of the field but may not coach or communicate with the team in any manner; players may sit with the team but may not be in uniform).
4. Accumulation of Yellow Cards - If there are disciplinary procedures for accumulated yellow cards received in different matches during the tournament and if so what they are. (Example - a player who accumulates 2 or 3 yellow cards in different matches is suspended for one match.

5. Report of Disciplinary Action:

- A. For United States teams, state the procedure for notifying the Federation Organization Member of that team of disciplinary action taken or required.
- B. For CONCACAF teams, specify that the tournament committee will notify the US Soccer Federation of disciplinary action taken, and that the Federation will transmit the disciplinary action taken or required to that team's provincial or national association.

XIV. GAME BALLS – Specify who is responsible for supplying the game balls (Example – Tournament, home team away team, both teams). If the teams are responsible, then list any criteria and specifications (Example – “FIFA Approved”, “FIFA Inspected”, etc.).