



UTAH YOUTH SOCCER ASSOCIATION

SANCTIONED TOURNAMENT HANDBOOK



UYSA Sanctioned Tournament Director:

As part of being a Utah Youth soccer Association Sanctioned Tournament we have several benefits available to you and your tournament.

We will send out two (2) emails with information on your tournament – Please schedule your email blast with Jen Rader, Marketing Manager at UYSA at jrader@utahyouthsoccer.net You will need to submit



information that you would like to go out in the emails. These emails are sent to admins of all teams in UYSA. Please schedule at least **2 weeks prior** to when you would like the email to be sent.

Advertisement on the Sanctioned Tournament page on the UYSA website will be provided. If you would like a website article, we can add a story to the website one week prior to registration deadline. You will need to provide all information of what you would like to see in the article.

We also offer the use of the trailer for your tournament needs. This is a first come first serve basis by completing the trailer application form. If all tournaments on the same weekend want it we will alternate each year.

When borrowing the trailer we will require someone to be on site for delivery and pick up to ensure the contents inside the trailer.

The trailer will offer your tournament the following advantages:

1. Safe onsite storage
2. 4 UYSA Sanctioned Tournament Banners
3. Four (4) UYSA Tents**
4. Six (6) Event vests**
5. Two (2) Powerade Ice Chests**
6. Two (2) 5 gallon Powerade Water Coolers**
7. Plus many more items.

**More available upon request. Subject to limitations and availability.

If you are interested in having the trailer a part of your tournaments, please complete a Tournament Package application, which you will find in a link below. Email application to jmagleby@utahyouthsoccer.net

Trailer Application:

http://www.utahyouthsoccer.net/resources/trailer_application/

Even if the trailer is not available, you will receive the above items. Please schedule for pick up or delivery.



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Important Contact Information – another quick reference guide. This also includes what UYSA will do for your tournament.

UYSA Tournament Reminders – just some helpful hints and reminders.

Pre-Tournament Report – to be filled out completely and returned to the UYSA offices at least two weeks prior to your tournament. This gives UYSA a quick reference to answer questions about your tournament.

Check-in Procedure - this will guide you through your check-in and shows what is required

UYSA Final Tournament Report – This is to be filled out at the conclusion of your tournament and returned to UYSA no more than 30 days after your tournament. Please include all specifics and payment.

Serious Injury Report – only filled out if you have serious injuries.

Misconduct Report - only filled out if you have any misconduct.

Tournament Trailer Application - submit to reserve the trailer.

Tournament Evaluation - evaluation done by a Tournament Director on a tournament other than their own.

UYSA Tournament Policies – your guide to UYSA policy and a reference while writing your rules.

UYSA Concussion Policy– your guide to UYSA policy and a reference in regards to concussion management.

US Youth Risk Management Aspects of Running a Soccer Tournament

Our goal is to be consistent in our policies and procedures. We want your tournament to be unique, but must require that certain criteria are met as a sanctioned tournament. Please feel free to contact Mica Goodrich with questions. Good luck and have fun!

Utah Youth Soccer Association



UYSA TOURNAMENT WORKSHEET

Name of Tournament _____

Hosting Organization _____

Tournament Website _____

Date(s) of Tournament _____

Location(s) of Tournament (city) _____

Field(s): _____

_____ Permanent Restrooms on Site

_____ Portable Restrooms on site

Tournament Director _____

Address: _____

Phone Number(s): _____

Email Address: _____

Certified Referee Assigner _____

Address: _____

Phone Number(s): _____

Email Address: _____

Check-In

Date/Time _____ Location _____

_____ Emergency Weather Policy/Procedure

Emergency Personnel: _____

IMPORTANT CONTACT INFORMATION



UYSA

(801) 307-5150
(801) 998-8421 fax

Josh Magleby
UYSA Events Manager

jmagleby@utahyouthsoccer.org
(801) 307-5150 ext. 110

Jodene Smith
Tournament Committee Chairman

Jodencsmith@gmail.com

Jen Rader
UYSA Marketing Manager

jrader@utahyouthsoccer.org
(801) 307-5150 ext. 112

Laurie Evans
TOSH

laurie.evans@imail.org

UYSA website:

www.utahyouthsoccer.net



UYSA Tournament Reminders

- Go over your application form and make sure you have asked all you need to know – i.e. coaching conflicts, year-round school, days/times unavailable, team records, etc.
- Decide ahead of time if you will accommodate coach/team requests. This stops a lot of moving games around if participants know ahead of time.
- Decide ahead of time how you will accommodate out-of-state teams (if applicable) with hotels, special events, game times, etc.
- Go over your rules and make sure they coordinate with UYSA Tournament Rules. Please be specific, especially when it comes to tie-breakers, injury time, inclement weather, teams that forfeit, etc.
- You are welcome to make changes to your rules but they must be finalized no later than two weeks prior to your tournament. If any changes are made, you must submit the new rules to the UYSA office and inform your tournament participants. This may be done via website, email, program, etc.
- Check out your field locations in advance to make sure all is in order (field painting, nets, adequate parking, signage – if needed, restroom facilities are open & clean, concessions, etc.)
- You must have ice and water at all locations – plan ahead!
- Coordinate your volunteers well in advance – it takes a lot of people to run a successful tournament. Make sure all volunteers are well informed on tournament rules (or at least where to find them), personnel, emergency/first aid availability, headquarters, field locations, awards, etc.
- You must have a field marshal at each site who has the tournament rules, ice, water and a way to contact emergency personnel.
- Spend some time on your schedule. Go over it more than once to make sure you have honored requests (if you said you would). Have several people look at it to make sure you have included enough time between games, travel time between fields (if applicable), travel time to games (if coming from far away), etc.
- You should try to post the tournament schedule at least one week prior to your first game. I know sometimes this is next to impossible, but the more time you give teams to plan, the less likely they will ask for adjustments.
- Please make sure your check-in is planned and well advertised. Give yourself enough time if any changes need to be made to cards, rosters, etc.



- Have a plan for posting scores as you must have scores at headquarters and on your website (if applicable).
- Make sure you plan how to present awards – will it be on the field or at a central location and know who will be doing the presenting! You have cool awards – show them off!
- Remember to update your final results on site as well as your website (if applicable). Some teams will depend on these results for their ranking.
- Your final tournament report is due 30 days after your tournament. We now have a form that you fill out so hopefully this will make the process a lot easier!
- COMMUNICATE with your teams, volunteers, UYSA, and anyone else that needs to be informed about your tournament.
- As stressful as running a tournament can be, have fun! Normally your hardest work (and most stress) is done before the first game is played! Enjoy yourself!!

Thanks for hosting a UYSA Tournament!



PRE-TOURNAMENT REPORT

(Submitted to UYSA not less than two weeks prior to tournament)

Name of Tournament: _____ Host Org: _____

Tournament Director: _____ Phone _____

Certified referee Assignor: _____ Phone _____

I certify that only certified referees will be used at the _____ tournament:

Signed: _____ Date _____

(may be signed by tournament director or referee assigner)

Rules:

___ No changes have been made, refer to rules turned in with application.

___ Changes have been made, please see new rules attached.

Check-in Date/Time: _____

Check-in Location: _____

Medical Personnel: (provide name)

___ Public (Fire Dept.) _____

___ Private (Athletic Trainer/PT) _____

Comments: _____

Signed: _____ Date: _____

Must be faxed or mailed to UYSA at least two weeks prior to tournament.



CHECK-IN PROCEDURE

The following are required at check-in:

1. Official Roster
 - a. UYSA Affinity
 - b. Official roster from state where team is coming from
 - c. Official AYSO signed by AYSO official.
 - d. Official tournament roster previously approved by UYSA Tournament Chairman.
2. Player Cards/Coach Cards (if applicable)
 - a. Must be current.
 - b. Player cards expire August 1st. It is recommended that tournament should accept new cards only (cards for upcoming fall season).
 - c. Player cards are only needed for Tournament only players and Team/Players outside of Region IV.

All credentials should be checked at check-in and then cards should be stickered so referee knows players/coaches are permitted to play in tournament.

Given to coach/team manager at Check-in:

1. Copy of Tournament Rules
2. Map of field locations (if applicable)
3. Tournament Program (if applicable)
4. Coach gift (if applicable)
5. Player gift (if applicable)

****We are no longer requiring Registration/Medical Release forms at check in. Please advise Team Managers/Coaches that teams are required to keep these forms with them during the tournament in case of emergency.****



UYSA Tournament Final Report

Name of Tournament _____ Dates _____

Location of Tournament _____
(fields / park / city)

Hosting Organization _____ Website _____

Tournament Director _____ Telephone _____

Certified Referee Assignor _____ Telephone _____

Number of Teams

_____ U9-U10 _____ U11-U12 _____ U13-U19

Small sided teams U9-U10 _____ (Entry Fee x 2%= _____)
+ Small sided teams U11-U12 _____ (Entry Fee x 2%= _____)
+ Large sided teams U13-U19 _____ (Entry Fee x 2%= _____)

Total teams _____ = \$ Paid to UYSA _____

Total P1/P2 teams Small sided _____ Large sided _____

Total Out of State teams Small sided _____ Large sided _____

Financial Report

Total Income _____

Total Expenses _____

Profit / Loss _____

Serious injury Yes No (if yes, include injury report)

Misconduct Yes No (if yes, include misconduct report)

Include the following:

1. Invitation / announcement.
2. Method of acceptance.
3. Tournament program.



HELPFUL HINT: You may want to include the application for your upcoming tournament with your final report.

UYSA Tournament Serious Injury Report

Name of Tournament _____ Dates _____

Location of Tournament _____
(fields / park / city)

Hosting Organization _____

Tournament Director _____ Telephone _____

Name of injured player _____ Team _____

DOB _____ Telephone _____

Details of injury:

Action taken:

Printed name

Signature

Date _____



UYSA Tournament Misconduct Report

Name of Tournament _____ Dates _____

Location of Tournament _____
(fields / park / city)

Hosting Organization _____

Tournament Director _____ Telephone _____

Name of player(s) _____ Team _____

_____ Team _____

_____ Team _____

_____ Team _____

Details of incident:

Action taken:

Printed name

Signature

Date _____