

Section 9
SANCTIONED TOURNAMENT
Policies and Procedures

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9.1 Sanctioned Tournament Subcommittee (STSC)

911 STSC Composition

1. The STSC shall be comprised of a chair and six (6) or more committee members.
2. Membership on the committee shall include a Sanctioned Tournament Committee Chair, and one representative of each Region. State Office Liaison will be an ex-officio member of the STSC.
3. Region representatives will be elected by their respective regions at the UYSA Annual General Meeting for a 2 year term.
 - a. Even regions will be appointed on odd years and odd regions will be appointed on even years.
*All regions will be appointed on the 1st year of this committee structure change.

912 Duties and Responsibilities

The STSC shall have the following duties and responsibilities:

1. Develop and propose policies and procedures to the Board regarding the sanctioning and operation of tournaments hosted and operated by Members.
2. Review and make decisions on applications for UYSA sanctioning of Member tournaments.

913 Meetings

It is recommended that the STSC meet at least two times per year as follows:

1. October – Summer tournaments
2. March – Final discussion of policy for summer tournaments.

9.2 Tournament Sanctioning

921 Sanctioning Criteria

The following criteria will be used by the STSC to determine whether to sanction a tournament:

1. The applicant must be an Organizational Member in “good standing” with UYSA.
2. The applicant must demonstrate the ability to effectively conduct and operate the requested tournament.
3. Potential conflicts with other UYSA tournaments or functions.
4. The conformance of the proposed tournament dates, format, and rules to UYSA and USYSA rules and standards.
5. Each Organizational Member may hold one sanctioned recreation and/or one sanctioned competitive tournament in the same calendar year. Both tournaments must be approved by the STSC.
6. In the case of a merger, acquisition or buyout between two Oms, if either of the OM has already held its tournament, the sanctioning of the yet to be held tournament to the other OM will be forfeited and cancelled and cannot be held as a sanctioned tournament. If neither of the Oms has held their tournament, the dissolving OM will forfeit its tournament sanctioning and the remaining OM’s sanctioned tournament will remain on its applied and approved dates and location.

922 Application for Sanctioning

9221 Initial Application

1. For all new and ongoing requests for sanctioning, the applicant must submit to the STSC a completed “Application to Host a Tournament”.
2. The application must be accompanied by the following:
 - a. A \$25 non-refundable application fee;
 - b. The proposed dates and locations for the tournament;
 - c. The number of estimated teams that will participate;
 - d. The age groups and divisions that will be accommodated;
 - e. A listing of proposed fields, the size of each field, and the age groups that will use each field;
 - f. Other facilities that will be at the applicant’s disposal;

- g. A copy of the proposed tournament rules, which must comply with UYSA and USYSA rules and policies;
 - h. The name of the Certified Referee Assigner for the tournament;
 - i. Any other pertinent information that will help the STSC expedite the request.
3. All applications for sanctioning must be sent to the State Office, attention: Tournament Director, by October 1 preceding the requested tournament dates.
 4. Any variations from the original application must be cleared by the STSC, Executive Director, or Tournament Chairman, and must be submitted two weeks prior to the start of the tournament on the “Final Application for Tournament”.
 5. Any application for sanctioning of a new tournament that is submitted after the October 1st deadline will require a \$200 late fee.
 6. Any application for on-going sanctioning submitted after the October 1st deadline will require a \$500 late fee. An ongoing tournament is a tournament that has been held for more than two years.
 7. No application will be accepted after October 15th

9222 Final Application

The Tournament Director must submit a “*Pre-Tournament Report*” at least two weeks prior to the start of the tournament.

923 Tournament Participation

9231 Eligibility

UYSA-sanctioned tournaments will be open to all FIFA, USSF, USYSA, and UYSA affiliates and members.

9232 Levels of Play

Tournaments may have multiple divisions within age groups, including divisions for state-level competition teams, district-level competition teams, and recreation teams.

924 Referee Assignor

1. The Tournament Director must secure a UYSA-certified referee assignor for the tournament who can provide sufficient referees to cover all games during the tournament.
2. Specific questions should be communicated to the SYRA as well as the STC chairperson.
3. The certified referee assignor must be present (on location) during the entire tournament.
4. The referee assignor fee as well as referee pay scale should be discussed prior to the beginning of the tournament.
5. A referee assignor job description is recommended for each tournament.

9.3 Tournament Operations

931 Advertising

All tournament advertising and marketing should include the following information:

1. Indication of UYSA Sanctioning including use of the UYSA logo;
2. Tournament Dates;
3. Entry Fee (including any late fee);
4. Entry Deadline;
5. Age Groups and divisions for both male and female;
6. Field Locations;
7. Housing, if applicable;

Refunds, if applicable

932 Check-in

9321 Documentation and Procedure

1. Each tournament must have a check-in. The following will be required at check-in:

- a. Official roster (UYSA Affinity, official out-of-state, official AYSO or official tournament roster approved by UYSA Tournament Chairman prior to tournament). This roster does not need to be signed by organization official if from SOMS. Rosters are frozen at the time determined by the tournament and must be no later than the first game. This should be addressed in the tournament rules.
- b. UYSA approved Tournament Rosters for instate teams.
- c. A guest player form for each guest player.
- d. A player card for each player that is considered a tournament-only player.
- e. Proof of date of birth is NOT REQUIRED for players at check-in, but if a player's age is questioned, the team must be able to produce proof of date of birth, meeting the standards set forth in Section 7 of UYSA policies, prior to the beginning of the next game in which that player participates.
- f. Travel rosters and/or players cards should be "stamped/stickered" once checked in so referees know player and coach is a legal participant in that tournament.
- g. For tournaments starting prior to July 1, teams may use rosters and cards from the previous Seasonal Year. For tournaments starting July 1 or later, teams must use rosters and cards from the new Seasonal Year.

9322 Out-of-State Teams

- a. If traveling within USYSA Region IV, no travel papers are required. For all others, travel papers must be presented to the Tournament Director not later than at check-in, but one week prior to the first game is recommended.
- b. No team shall play without proper travel authorization to include rosters, laminated player passes and medical authorizations.

933 Headquarters

1. The tournament host must provide a centrally located and properly staffed tournament headquarters or office
2. Staff must be available to provide rules, up-to-date game scores and other pertinent information.
3. A UYSA banner must be displayed at the headquarters site. Banners may be obtained from UYSA.

934 Facilities and Fields

1. Adequate restroom facilities should be available at all locations.
2. Tournament hosts are encouraged to provide concession stands to provide refreshments for players and spectators at as many locations as is feasible.
3. All fields and goals used in the tournament must meet the size requirements established in Section 6 of UYSA's policies for the respective age groups participating in the tournament.
4. Water and ice must be available at each site.
5. The tournament host must provide a field marshal at each tournament location at all times. The field marshal shall be readily available and identifiable. The field marshal shall also have a copy of the tournament rules with him/her at all times as well as a way to communicate with headquarters.
6. Medical personnel should be available at each location. If not available on site, prior arrangements must be made with local fire/paramedic services including telephone numbers (if other than 911) and ability to arrive at site within a reasonable amount of time. Police and paramedic services must be given prior notice of dates, times, and locations of the tournament.

935 Games

1. A Team representative must have the following at each game:
 - a. A copy of the roster to be provided to the head referee;
 - b. Player passes, if required;
 - c. A copy of medical authorizations for all players;
 - d. A copy of all guest player forms;
 - e. Failure to bring required documentation to a game will result in a forfeit of that game.

2. Tournament hosts may allow up to five (5) guest players per team playing 11 v 11. For small sided games (6 v 6, 8 v 8), each tournament host must designate how many guest players are allowed.
3. A player may only be rostered to one team in a tournament.
4. A minimum rest between games of not less than two hours is required.
5. No team may be scheduled to play more than two games in one day
6. Games may be shortened to accommodate time and weather conditions. Each half will be equal in time of play. This should be decided prior to the beginning of the game.
7. If a game is called because of weather conditions, the specific tournament's rules shall govern the result.
8. Injury time must be provided for and addressed in the tournament rules. If injury time is more than 10 minutes during a game; future game times may be adjusted to accommodate all games played that day. Detailed injury reports should be included in the final tournament report and should include name of injured player, team, DOB, description of injury and action taken.
9. If a team forfeits during the tournament, no money should be refunded and the team may be put in bad standing. Additional penalties should be addressed in the tournament rules. It is recommended that, if a team forfeits one game, it forfeits all games in the tournament.

936 Referees

1. In accordance with USSF Rule 1203, only USSF registered referees shall be used in all games utilizing a three-referee system in 8 v 8 and 11 v 11 games.
2. Only one referee is required for 6 v 6 games.
3. Officials shall be in proper uniform.
4. A certified referee assigner must be used for referee scheduling and must be available at all times during the tournament.

937 Reporting

1. The UYSA office must be notified within 48 hours of the final game of the tournament in the following cases: gross misconduct, serious injury, or police involvement.

9.4 Post Tournament Requirements

941 Tournament Report

9411 Documentation

The tournament host must file a completed UYSA Final Tournament Report with the STC within thirty (30) days after the conclusion of the tournament and shall include the following:

1. Program (if available);
2. Rules of play;
3. Marketing Pieces;
4. Method and content of acceptance;
5. Financial Report (on UYSA Final Tournament Report);
6. Misconduct Report;
7. List of teams participating in the tournament;
8. Fields utilized (on UYSA Final Tournament Report);
9. Name of tournament sponsor(s), where applicable
10. List of serious injuries (report should be turned in by coaches within 48 hours of the injury)

9412 Failure to Comply

No Organizational Member will be eligible to host another tournament until the foregoing report, including an accounting statement, has been submitted and reviewed by UYSA.

942 Tournament Fees

Within thirty (30) days after the conclusion of the tournament, the tournament host shall pay UYSA the following amount:

1. 2% of the entry fees collected from teams playing small-sided games plus 2% of the entry fees collected for teams playing regular-sided games.

943 Annual Evaluations

1. Summer tournaments will be subject to a yearly review and evaluation by the STC at their October meeting each year.
2. Winter tournaments will be subject to a yearly review and evaluation by the STC at their March meeting each year.

9.5 Consequences for Policy Violations

951 Punishable Violations

The following policy violations are punishable by the STC and/or UYSA:

1. Failure to timely submit new application;
2. Failure to attend all tournament meetings;
3. Failure to submit pre-tournament form;
4. Failure to conduct a proper check-in procedure prior to first game;
5. Failure to have precise tournament rules adopted and submitted to the STC at least two (2) weeks prior to the start of the tournament;
6. Failure to require teams from outside of UYSA Region IV to follow proper procedures as required by USYSA Rules;
7. Failure to follow proper procedure when using travel rosters per UYSA Rules;
8. Failure to provide water/ice at field locations;
9. Failure to provide onsite restrooms;
10. Failure to use certified referred assignor(s);
11. Failure to use certified referees;
12. Failure to use field marshals;
13. Failure to use certified medical personnel or, at the very least, have an emergency medical plan in place prior to the start of the tournament;
14. Failure to timely submit final report and fees.

952 Penalties

9521 Probation

1. An Organizational Member shall be put on probation by the STC for any of the foregoing violations.
2. The STC shall determine the length and extent of the probation.

9522 Suspension

1. The STC may suspend an Organizational Member from hosting a future sanctioned tournament on the dates requested for two (2) of the foregoing violations.
2. The STC may suspend an Organizational Member from hosting a future sanctioned tournament for three (3) or more of the foregoing violations.
3. The STC shall determine the length of the suspension.

9523 Fines

1. The STC may levy a \$200 to \$500 fine for violation #1 above.
2. The STC may levy a \$150 fine for violation #14 above.

953 Tracking

Punishable violations shall be tracked by a member of the State Office staff.