



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 one (1) email with information on your tournament – Please schedule your email blast with Jake Babcock, Marketing Manager at UYSA at jbabcock@uysa.org You will need to submit information that you would like to go out in the emails as well as a graphic or tournament logo. Please send any graphics/logos in a PNG format. These emails are sent to admins of all teams in UYSA. **This email can be sent out any time but we recommend it be sent roughly 6 weeks prior to your tournament start.**

We also offer the use of the trailer for your tournament needs. We only have the 1 trailer and will be rented out on a first come first serve basis.

When borrowing the trailer, we will require someone to be on site for delivery and pick up to ensure the contents inside the trailer are the same as what was dropped off.

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.

Trailer Application:

<https://forms.gle/FojwdxEbTMTvCfgS8>

Even if the trailer is not available, you can receive any of the items listed.

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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.

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.

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

Creighton Atkin catkin@uysa.org
UYSA Events Manager (801) 307-5150 ext. 110

Jodene Smith Jodenecsmith@gmail.com
Tournament Committee Chairman (801) 558-2716

Jake Babcock jbabcock@uysa.org
UYSA Marketing Manager

Erin McFarlane Erin.McFarlane@imail.org
Intermountain Health

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, forfeits, 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.)
- 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.
- Field marshals are recommended at every tournament site, but not required. If field marshals are not available we ask that it be communicated all your teams, and referees made aware. Important contact information should be readily available at all sites.
- 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. This can be difficult, 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. You can find the Final Report in this handbook.
- 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!

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 (Only applies to Non-UYSR Registered Teams)
 - 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 UYSA

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	_____	_____	_____
+ Small sided teams U11-U12	_____	_____	_____
+ Large sided teams U13-U19	_____	_____	_____

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 _____