



# **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](mailto: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/FojwxdEbTMTvCfgS8>

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

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**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 UYSA Events Manager	catkin@uysa.org (801) 307-5150 ext. 110
Jodene Smith Tournament Committee Chairman	<a href="mailto:Jodenecsmith@gmail.com">Jodenecsmith@gmail.com</a> (801) 558-2716
Jake Babcock UYSA Marketing Manager	<a href="mailto:jbabcock@uysa.org">jbabcock@uysa.org</a>
Erin McFarlane Intermountain Health	Erin.McFarlane@imail.org
UYSA website:	<a href="http://www.utahyouthsoccer.net">www.utahyouthsoccer.net</a>

## **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-UYSA Registered Teams)
  - a. Must be current.
  - b. Player cards expire August 1<sup>st</sup>. 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	_____	(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 \_\_\_\_\_