



## HOSTING A TOURNAMENT PACKET

This document lists the required forms to Host a Tournament or Games.

Please read all paperwork carefully.

### **The following forms are REQUIRED by OYSA/US Youth Soccer for all clubs wanting to Host a Tournament:**

- **Application to Host a Tournament:** Fill this form out completely, and include a \$250.00 non-refundable deposit. See the OYSA Sanctioning Fees document for more details.
- **US Youth Soccer Tournament or Games Agreement:** Completed and signed.
- **Copy of Your Tournament Rules:** A copy of your tournament rules must be submitted WITH your application. Your rules must include the following information:
  - Valid Member Passes (player cards) are required for all players participating. These passes must be checked at credential check in and/or game site.
  - Playing formats for all age groups must match the USSF PDI requirements for small sided games (except for tournaments in which the format uses a smaller number of players for all ages, e.g. 3v3, 6v6, etc.)
  - Statement of your refund policy.
  - What is your appeals process?
  - Will there be a trainer on site?
- **Oregon Youth Soccer Web Information Sheet:** This information will appear on the OYSA website.
- **Dual Sanction Statement:** Completed and signed.

**Post Tournament Report:** Is not submitted with your application. The report must be completed and sent into the OYSA office within 30 days after conclusion of the tournament or games. You should review the report to be sure that you collect all of the information you will need to submit with that report.

### **If hosting foreign teams:**

- After receiving tournament sanctioning approval from OYSA:

Complete US Soccer's online [Application to Host a Tournament or Games Involving Foreign Teams](#).

## 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 online to US Soccer through their [Application to Host a Tournament or Games Involving Foreign Teams](#).

## OYSA Website Information Sheet

The information you provide on this form will appear on the Oregon Youth Soccer Association website.

Be sure you return this sheet with your application to host.

Tournament Name: \_\_\_\_\_

Tournament Dates: \_\_\_\_\_

Ages: \_\_\_\_\_

Entry Fee(s): \_\_\_\_\_

Gender: \_\_\_\_\_

Teams/Organizations Invited: \_\_\_\_\_

Entry Deadline: \_\_\_\_\_

Tournament Director: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Numbers: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tournament Website: \_\_\_\_\_

Tournament Email: \_\_\_\_\_



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: <input type="checkbox"/> Select <input type="checkbox"/> Recreational <input type="checkbox"/> Select & Rec		
Designate Official of Hosting Organization	Title		
Address	Email		
City	State	Zip Code	Phone ( ) _____ W
City	State	Zip Code	Phone ( ) _____ H
City	State	Zip Code	Phone ( ) _____ FAX
State Association or Affiliate	Guest Referees Applications Accepted <input type="checkbox"/> Yes <input type="checkbox"/> 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		
City	State	Zip Code	Phone ( ) _____ H
City	State	Zip Code	Phone ( ) _____ FAX

Age Groups Accepted			Type(s) of Team Accepted *		Roster Size	# Guest Players Allowed	Length of Games	# Players on Field	Awards	Minimum # of Games	Entry Fee	Bond
U-			B	G								
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 \_\_\_\_\_

## OYSA Tournament Sanctioning

OYSA will sanction tournaments hosted by OYSA member clubs where the participating teams are members of the USSF or are from outside the United States and the USSF also sanctions the tournament.

The following fees apply to all applications to Oregon Youth Soccer Association for sanctioned tournaments.

### **Sanctioning Fees:**

- Tournaments with full-sided matches (11v11) - \$5.00 / team
- Tournaments with small-sided matches (3v3, 5v5, *etc*, including indoor, futsal, and street soccer) - \$2.50 / team
- Tournaments with both full-sided and small-sided matches - \$5.00 / team playing full-sided plus \$2.50 / team playing small-sided
- [NOTE: All teams registered at age U12 or younger must play in the small-sided playing format specified by the U. S. Soccer Federation Player Development Initiative (PDI). A tournament may specify a smaller number of players per team (*e.g.*, 3v3 or 6v6) than the PDI, but not more.]

### **Payment of Fees:**

A \$250 non-refundable deposit must accompany the application for sanctioning. The \$250 deposit will be applied to the amount due as shown in the post-tournament report.

The post-tournament report includes a calculation of the total sanctioning fee based on the total number of teams that participated in the tournament in each age group and how many teams played small-sided games. No refund will be issued when the calculated fee is less than the deposit.

The post-tournament report and fee payment is due not later than 30 days following the completion of the tournament. A late fee of \$200 will be added to the amount due for any post-tournament report received in the OYSA office more than 40 days after the last day of the tournament.

Tournament applications must be submitted using the US Youth Soccer Application to Host Form and include relevant items specified in the Tournament checklist available on the OYSA website at <https://oregonyouthsoccer.org/tournaments/sanctioned-tournaments/>



## 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 per occurrence/\$2,000,000 aggregate and on Umbrella Liability Policy with minimum limits of not less than \$5,000,000 per occurrence/\$5,000,000 aggregate 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 (paper or electronic). These authorizations shall be reviewed by the Hosting Organization at registration and kept in the possession of a team official at all times.

**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..**

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Signature of Hosting Organization Designated Official

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Signature of Tournament or Games Director

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Date

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Date

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Hosting Organization \_\_\_\_\_ Phone ( ) \_\_\_\_\_ W  
Address \_\_\_\_\_ Email \_\_\_\_\_ Phone ( ) \_\_\_\_\_ H  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax

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Tournament or Games Headquarters \_\_\_\_\_ Phone ( ) \_\_\_\_\_ W  
Address \_\_\_\_\_ Email \_\_\_\_\_ Phone ( ) \_\_\_\_\_ H  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax

### **Dual Sanctioning for Tournaments**

What is Dual Sanctioning?

Dual Sanctioning is the application for sanctioning to two entities ie; Oregon Youth Soccer (United States Youth Soccer) and US Club Soccer, to sanction the same tournament.

No, we are not Dual Sanctioning the \_\_\_\_\_ Tournament.

Yes, we are Dual Sanctioning the \_\_\_\_\_ Tournament.

Signature of Designated Official of Hosting Organization\_\_\_\_\_

Date \_\_\_\_\_

\*Form must be submitted with the application to Host a Tournament.

# Oregon Youth Soccer Association

## Post Tournament Report

The following Tournament Report is required to be completed and submitted to the Oregon Youth Soccer Association office within 30 days after the conclusion of the tournament or games.

Tournament Name: \_\_\_\_\_ Completion Date: \_\_\_\_\_

### Participating Teams:

Number of teams registered with a USYS State Association: \_\_\_\_\_

A copy of the travel papers from each USYS team that traveled to this tournament from a State Association outside of Region IV is required.

Number of Travel Papers attached: \_\_\_\_\_

Number of US Club Soccer Teams: \_\_\_\_\_

Number of AYSO Teams: \_\_\_\_\_

Number of international teams: \_\_\_\_\_

Total Number of Teams: \_\_\_\_\_

### Disciplinary Issues:

Were any red cards issued?  Yes  No

Notify OYSA within 3 business days regarding any red cards for which a suspension was not served during the tournament and include a report of the incident.

Were there any incidents of **referee abuse or assault** by a player coach, manager, team official, club official, spectator, or any other person? If so, **Notify the OYSA office within 48 hours following the incident** and provide a report. Were there any other incidents of a serious nature?

In the box below list the name and team of every player or team official shown either a yellow or red card during the course of the tournament. Also include a description of any other disciplinary incidents that occurred during the tournament. (*Attach additional sheets if needed.*)

### Injuries:

Were there any serious injuries to a participant or spectator? Please provide details. (*Attach additional sheets if needed.*)

**Results:**

Attach a report that shows the following information:

1. The number of teams that participated at each age group and gender
2. The names of the champions at each age/gender for which you had a champion
3. If your tournament gave a "sportsmanship" award to a team or player, state the criteria used to determine the winner of the award and provide the name(s) of the winner(s)

**Miscellaneous:**

How many fields did you use for this tournament? \_\_\_\_\_

The name of your tournament's title sponsor, if any: \_\_\_\_\_

**Sanctioning Fees:**

	<b>Number</b>	<b>Fee</b>	<b>Total</b>
Number of teams playing small-sided games:	_____		_____
Number of teams playing full-sided (11v11) games:	_____		_____
Deposit paid at time of application:	_____		
		Total due:	_____

**Important!**

The unpaid balance of sanctioning fees is due not later than 30 days following the completion of the tournament. **A \$200 late fee will be charged for failure to pay the sanctioning fees in full by the due date.**

***For OYSA Use Only***

Date tournament completed: \_\_\_\_\_

Date report received: \_\_\_\_\_

Late fees charged: \_\_\_\_\_

Date payment received: \_\_\_\_\_