



# WYOMING SOCCER ASSOCIATION

## SANCTIONED TOURNAMENT APPLICATION

**No later than ninety (90) days in advance** of proposed date(s) of tournament, **SUBMIT ALL** of the following to the Wyoming Soccer Association office. Each form must be complete in its entirety, incomplete; illegible or outdated forms will be returned unprocessed. Applications may be denied if previous misconduct or tournament reports were submitted incomplete.

**The following must be submitted to the WSA state office:**

- .. A completed *WSA Hosting Agreement*
- .. A completed *US Youth Soccer Application to Host a Tournament* form
- .. A completed *US Youth Soccer Tournament/Games Hosting Agreement*. The signature of the on-record president of the hosting club **MUST** appear on this form. If the president desires to delegate signature authority to another individual within the club, a letter (signed by the president) granting this authority must accompany the application/hosting agreement signed by anyone other than the president.
- .. A statement of acceptance for **ALL** Wyoming Soccer Association rules (**THIS IS NOT THE SAME AS FIFA RULES**), includes participation, must be included in the copy of official rules submitted with the hosting application; any and all exceptions must be specifically noted, with reference to the number of each rule excepted. Failure to include this statement in the application materials submitted will delay the application's review.
- .. Official Tournament or Jamboree Rules
- .. Official Tournament Logo has been emailed to [wssa@wyomingsoccer.com](mailto:wssa@wyomingsoccer.com)
- .. Fee(s) to host a tournament or games **made payable to Wyoming Soccer Association**. Late fees are based on the first date for which a tournament or games approval is requested.

<i>Timely submission - more than 90 days prior to event</i>	<i>\$150 Application Fee + \$100 Bond Fee (refundable)</i>
<i>Late submission - less than 90 days/60 days or more prior to event</i>	<i>\$250 + \$50 late fee (non-refundable)</i>
<i>Late submission - less than 60 days/30 days or more prior to event</i>	<i>\$250 + 100 late fee (non-refundable)</i>
<i>Late submission - less than 30 days prior to event</i>	<i>\$250 + 200 late fee (non-refundable)</i>

**REMINDERS:**

1. Tournament Report are to be submitted to the Wyoming Soccer Office as follows:
  - a. Disciplinary / Misconduct Reports: within 48 hours of the last game of tournament
  - b. Post Tournament Report: within in 30 days of the event
  - c. Assignors Reports is due within 30 days of the event
2. Tournaments cannot be posted to website or advertised until all the necessary approvals have been obtained.

**Mail ALL information to:**

**Wyoming Soccer Association  
Tournament Sanctioning  
777 Overland Trail, Suite 132  
Casper, WY 82601**



# WYOMING SOCCER ASSOCIATION

## TOURNAMENT HOSTING AGREEMENT

**OFFICAL TOURNAMENT NAME :**

**OFFICAL TOURNAMENT WEBSITE :**

**REGISTRATION WILL OPEN ON :**

**REGISTRATION DEADLINE IS :**

**RULES OF COMPETITION:** Wyoming Chart of Standards and Rules of Competition will apply unless modified and approved by Wyoming Soccer Association (WSA). If modified, please attach modification to this application.

**TOURNAMENT RULES:** Tournament Rules must contain certain policies. A copy of these rules has been submitted with the tournament application. Per US Youth Soccer (USYS) and WSA tournament rules, the following must be included at a minimum:

Disciplinary Policy  
Risk Management Policy  
Red / Yellow Card Policy  
Cancelation / Refund Policy

Guest / Club Pass Player Policy  
Referee & Assigning Policy  
Medical Release Policy

**REGISTRATION & SCHEUDLING:** We agree the state registration software (currently GotSoccer) will be used for the operation of this event. All game cards, including rosters, coaching staff and referee assignments, will be printed from and recorded in the software, misconduct will be entered completely following verification. Software training is available upon request.

**INSURANCE:** WSA provides general liability insurance to sanctioned tournaments. All WSA affiliated teams who participate in WSA Sanctioned tournament will also be provided secondary medical insurance through WSA. Any/all teams not affiliated with WSA must provide or carry their own medical insurance to WSA sanctioned tournaments. WSA strongly recommends that its sanctioned tournament require that non WSA teams show a proof of medical insurance. For USYS team a permission to travel form approved by their home state association is usually sufficient. (These are not Required for USYS teams in Region IV )

**CREDENTIALS CHECKS:** We agree we shall conduct credential checks to ensure all players and coaching staff are properly registered. The following items are required at check-in:

1. Official Roster
  - a. WSA GotSoccer Roster for current Seasonal Year
  - b. Official Roster from State where the team is from
2. Player / Coaching Cards
  - c. Must be issued for the Seasonal Year
3. Medical Releases
  - d. Current year Medical Releases are required on to be carried on every rostered player

**NOTE :** If pre-game referee check in will be conducted from the game cards rather than an event approved roster, please ensure game cards match the roster used for check in and that player cards used at check in have stickers so referees know that players/coaches have been checked in and are permitted to play.

**USE OF US SOCCER REGISTERED REFEREES:** We agree that in accordance with US Soccer Federation (USSF) Bylaw 532, we shall use only USSF registered referees who are in good standing for all tournament games.

**REFEREE MENTORS:** We will provide the following for referee mentors - *please circle and fill in below*

Accommodations YES NO      Travel Stipend YES NO      Not to exceed total dollar amount of

**Referee Assignor ( HEAD ASSIGNOR if multiple) for this event is :**

Name		Phone	WK
Address	Zip	Phone	Cell
Email	Yr of Certification	GotSoccer ID #	

Signature of Affiliate President

Signature of Tournament Director

Printed Name of Affiliate President

Printed Name of Tournament Director

Date

Date



Please Type or Print Clearly – Do Not Staple

### APPLICATION TO HOST A TOURNAMENT OR GAMES

Name of Tournament or Games				Website:			
Hosting Organization				Type of Tournament:	SELECT	RECREATIONAL	BOTH
Designate Official of Hosting Organization				Title	Phone	WK	
Address		Email		Phone	Cell		
City	State	Zip Code	Phone	FAX			
State Association or Affiliate	WYOMING SOCCER ASSOCIATION			Guest Referees Applications Accepted	Yes	No	
Location of Tournament or Games				<b>TEAM ENTRY DEADLINE:</b>			
<b>Date(s) of Tournament or Games</b>				Estimated # of Teams			
Tournament or Games Director or Contact Person				Phone	WK		
Address		Email		Phone	Cell		
City	State	Zip Code	Phone	FAX			

Age Groups Accepted	Type(s) of Teams Accepted See Page 2	B	G	C	Roster Size	# Guest Players Allowed	Length of Games	# Players on Field	Awards	Minimum # of Games	Entry Fee	Bond
U-	1/1/											
U-	1/1/											
U-	1/1/											
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**\* See second page of this form for the list of types of teams and tournaments.**

<p><b>RT RESTRICTED TOURNAMENT – Open ONLY to members of US Youth Soccer and its State Associations.</b></p> <p>Restricted to teams within <b>THIS</b> state association – Wyoming Soccer Association</p> <p align="right">Teams will be invited from US Youth State Associations and its Affiliates</p>
<p><b>UT UNRESTRICTED TOURNAMENT – Open to any Federation member. Must be chosen when hosting International Teams.</b></p> <p>International Teams as Listed:</p>

The Hosting Organization agrees to be bound by and comply with the terms contained in the **TOURNAMENT AND GAMES HOSTING AGREEMENT** and of WSA's Sanctioning Policies for Tournaments or Games.

Signature of Designated Official of Hosting Organization

Date

**An association may not publicize or solicit team participation or accept team registrations until the association has received notice that this application has been approved. Such violation can result in the non-sanctioning of the tournament.**

WYOMING SOCCER ASSOCIATION APPROVAL	
Signature - Authorized WSA Representative	Date
Printed Name	Title

## RECOMMENDED DEFINITIONS OF TYPES OF TEAMS AND TOURNAMENTS

( Place corresponding letter in appropriate space on application)

### TYPES OF TOURNAMENTS

**UT UNRESTRICTED TOURNAMENT:** A tournament that is open to all Federation affiliated participants; a tournament that allows international participants must be 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 (1) club.  
**S5** **For WSA Sanctioned tournaments only:** 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 (1) club or more USYS/WSA affiliated clubs.

### 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 TEAM:** the official national team of US Soccer or any other member of FIFA.

### APPLYING TO HOST RESTRICTED TOURNAMENT(S) OR GAME(S)

These procedures apply when hosting **ONLY** US Youth Soccer State Association or US Youth Soccer Affiliates teams for tournaments or games.

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.**

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.

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

The provisions below are **in addition** to those required as stated in Section 4 above for hosting a tournament. All provisions stated in Section 4 above must also be complied with. For all Tournaments and games involving international teams the Rules for the Tournament or Games:

- a) Must provide for a point system of 3 points for a win, 1 point for a tie, and no points for a loss.
- b) In any age group older than 16 years of age, the Rules MUST specify FIFA limited substitution rules;

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 and approved by the hosting State Association or US Youth Soccer Affiliate and any additional fees required by the State Association, Affiliate and/or the United States Soccer Federation for processing the application.

For all teams that are not members of US Youth Soccer or a US Youth Soccer Affiliate, Proof of medical and liability insurance must be provided by their organization of registration



# 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/mote 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/\$2,000,000 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. These authorizations shall be reviewed by the Hosting Organization at registration and kept in the possession of a team official.

**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 \_\_\_\_\_ 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.**

Signature of Hosting Organization Designated Official

Signature of Tournament or Games Director

Date

Date

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Hosting Organization	Phone	W
Address	Email	H
City	State	Zip
	Phone	Fax

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Tournament or Games Headquarters	Phone	W
Address	Email	H
City	State	Zip
	Phone	Fax