



Dear CSA Club,

This manual has been designed by Colorado Soccer Association to provide rules, procedures and guidelines to help facilitate a smooth and successful tournament.

Each section is specifically designed to aid you in the application process and follow up requirements for tournaments in Colorado. The forms section provides the format for all tournament reports required by CSA.

It is very important that you take the time to read this manual.

Thank you,

Nate Shotts
Chief Executive Officer
Colorado Soccer Association

CSA Tournament Manual 2017-2018

Section 1

General Terms & Definitions

Definitions

CSA TOURNAMENT SANCTION: All tournaments held within the boundaries of the Colorado Soccer Association, in which CSA teams participate, **must be sanctioned /approved by CSA**. The purpose of tournament sanctioning is to ensure that all tournaments are held in a “uniform” manner, and that tournament rules are within the guidelines set by CSA. Sanctioning ensures that all teams that enter a CSA “sanctioned” tournament know exactly what to expect when they participate in a tournament. Another purpose of sanctioning a tournament is the insurance coverage. CSA sanctioned tournaments are covered under the CSA Liability Insurance Policy and meet the requirements of US Youth Soccer as stated in the Hosting Agreement.

FUTSAL: An Indoor 5 v 5 competition approved by CSA, which is conducted in accordance with the rules for Futsal. Futsal must be played without dasher boards and with the Futsal approved low-bounce ball.

INTERNATIONAL TOURNAMENT: Tournaments specifically intended to provide competition for teams in an international format. These competitions may include features not normally permitted in CSA approved tournaments. International tournaments are open to all CSA teams and any affiliated US Youth Soccer State Associations, as well as, affiliated teams from USSF and foreign countries, if the tournament has applied for and been granted the proper status. International sanction must be granted by both CSA and USSF.

TOURNAMENT: A competition sanctioned by the Colorado Soccer Association (CSA), which is conducted in accordance with the CSA tournament procedures. Indoor tournaments must comply with US Indoor rules for Futsal.

JAMBOREE: A competition approved by CSA, which is not necessarily in accordance with CSA tournament procedures. Jamborees may not keep standings, distribute awards, nor charge an entry fee. Teams may be asked to “contribute” a nominal amount to defray cost of fields, referees, restrooms, etc., which should not exceed what is actually expended by the host club for the jamboree. Jamborees will not be advertised by CSA.

US YOUTH SOCCER TOURNAMENTS: US Youth Soccer National Championship Series (State Cup) is the exception. US Youth specify rules.

Tournament Classifications

TYPES OF TOURNAMENTS:

A tournament sanctioned by a member of the US Soccer Federation can be classified as either a “Restricted” Tournament, or an “Unrestricted” Tournament:

RT RESTRICTED TOURNAMENT: a Tournament that is open only to teams who are members of US Youth Soccer and its State Associations.

UT UNRESTRICTED TOURNAMENT: A tournament that is open to teams from all Federation affiliates, including any tournament with foreign teams from a FIFA recognized member. Tournaments operating with CSA sanctioning must be conducted under US Youth and CSA rules. International teams must adhere by USSFFIFA rules. When posting information regarding your “Unrestricted” Tournament, you must indicate that the tournament is sanctioned by US Youth Soccer, but is open to all Federation affiliated participants.

TYPES OF TEAMS:

LEAGUE SELECT TEAMS (teams formed by a selection or tryout process)

S1 A team which competes at the highest level of play in a state or region (i.e. Elite, Premier)

S2 A team which competes at less than the highest level of play in a state or region (i.e. Classic, Challenge)

S3 A team which competes in a local area or state (i.e. WSSL)

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 the one club (i.e. Tournament teams)

RECREATIONAL TEAMS

RT A team which is formed in a random nature without regard to players abilities.

US YOUTH SOCCER OLYMPIC DEVELOPMENT

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, or any league.

NATIONAL TEAM: The official national team of US Soccer or any other member of FIFA.

OTHER: A team that does not fit any of the above definitions, a hosting organization must provide additional definitions and descriptions.

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Section 2

Application Process

Rules for Scheduling and Sanctioning a Tournament

I. SANCTIONED TOURNAMENTS

A. All tournaments run by CSA clubs in good standing may continue to be sanctioned for their historic weekend so long as they meet the following criteria:

1. CSA will not sanction more than two events per weekend that offer the same gender/age or level of play categories except those grandfathered under rule #2, and those, at the discretion of the tournament committee, which have a significant distance between each location.
2. No club, including its affiliates, may be sanctioned for more than three tournaments per year, unless they have been grandfathered in by the CSA BOD. Clubs and affiliates already hosting more than three tournaments may not receive sanctioning for additional tournaments unless they drop existing tournaments.
3. In the event any 2007 tournament is acquired by a CSA member entity created by a "merger", it shall be recognized and sanctioned so long as it remains in compliance with CSA tournament policies.
4. Sanctions for recreational tournaments shall only be issued to member organizations that register all their recreational players in their organization with CSA.
5. Any club that fails to comply with CSA tournament policies or fails to conduct its event in any seasonal year shall forfeit its opportunity to host that tournament for the specific age and gender groups. Reapplication would be permitted under "New Tournaments" after 12 months from the date forfeited.
5. Beginning in seasonal year 2008, any club hosting more than three events shall forfeit this opportunity if:
 - a. There is a failure by this club to comply with CSA tournament policies for any of their hosted tournaments. .

- b. The club fails to conduct an event in a seasonal year.
(Acts of God and governmental intervention are exempt.)

II. NEW TOURNAMENT APPLICATIONS

Type I – Clubs without an Existing Tournament

- A. CSA shall sanction no more than one (1) tournament per club in this category.
- B. Open weekends for which there are two or more new tournament applications shall be awarded based upon guidelines established by the CSA Tournament Committee and approved by the CSA BOD.
- C. Applications in this category shall be given priority consideration.

Type II – Clubs with One or Two Existing Tournaments

- A. Member clubs may submit an application for an additional tournament; however, said application must be made for a weekend where there are one or more existing tournaments.
- B. Open weekends for which there are two or more new tournament applications shall be awarded based upon CSA approved guidelines.

Applications from clubs without an existing tournament (Type I) will be given priority over Type II applications.

Type III – Clubs Seeking to Reinstate Tournaments

- A. Member clubs who have had a tournament sanction revoked may reapply after twelve months. This application must be made for a weekend where there is one or no existing tournaments.
- B. Open weekends for which there are two or more new tournament applications shall be awarded based upon guidelines approved by the BOD.

Type I and Type II applications will be given priority over a Type III application

III. Other matters

1. Completed application and fees must be submitted by October 13th for approval for the subsequent year. Approval will be determined by the CSA Board of Directors. Applications and fees submitted after October 13th will not be accepted. An existing tournament may submit their application for approval no earlier than July 1st of the current year. New tournaments must wait until October.
2. Any club may begin to advertise a tournament after application has been submitted, however, the tournament is still subject to the CSA Board of Directors approval.

*Disclaimer – All tournament applications will be submitted to the CSA Tournament Committee for review, analysis and recommendations. Applications will then go to the CSA Board of Directors for final approval.

Non-International Tournament Hosting Requirements

Colorado Soccer Association Hosting Requirements

1. All tournaments seeking CSA sanctioning must be sponsored by a member club in good standings.
2. Applications shall include:
 - a. Application to Host a Tournament
 - b. US Youth Soccer Hosting Agreement
 - c. One (1) copy of Your Tournament Rules submitted by e-mail, fax or postal service.
 - d. Check payable to CSA in the appropriate amount (see page 10) submitted via postal service or hand carried into the CSA Office.
3. Tournaments will not be submitted for approval to the CSA Board of Directors until all required information is received at the CSA office.
4. Completed applications must be submitted by October 13th of the year prior to the tournament for approval by the CSA Board of Directors at the November meeting. Applications submitted after this deadline will not be accepted. An existing tournament may submit their application for approval no earlier than July 1st of the year prior to the tournament. New tournaments must wait until October for submission.
5. Teams may advertise a tournament after application has been submitted, however, the tournament is still subject to the CSA Board of Directors approval.
6. New tournaments in their 1st year shall not accept teams that are from out of the state of Colorado or from out of the US.

HOSTING A JAMBOREE

Definition

A competition approved by CSA, which is not necessarily in accordance with CSA tournament procedures.

Requirements

1. Jamborees may not keep standings, distribute awards, nor charge an entry fee.
2. Teams **may** be asked to “contribute” a nominal amount to defray cost of fields, referees, restrooms, etc., which should not exceed what is actually expended by the host club for the jamboree.
3. Jamborees are to be operated on a “not for profit” basis.
4. Jamborees are not included on the CSA tournament calendar or in advertising E-blasts.

Applying to Host a Jamboree

1. Complete the Application to Host a Jamboree form and Hosting Agreement.
2. Submit the form with a copy of the Jamboree rules.
3. \$50.00 Tournament fee.
4. Submit all information and fees to CSA.

Categories and Fees

The following categories and fees will be required for all restricted (RT) and unrestricted (UT) tournaments requesting sanctioning by CSA.

Competitive Only	RT	\$500.00	Affiliated US YOUTH Advanced Teams
Competitive and/or Foreign	UT	\$600.00	Affiliated US YOUTH, CSA, USSF Teams
Recreational & Competitive	RT	\$500.00	Affiliated US YOUTH & CSA Recreational
Recreational & Competitive	UT	\$600.00	Affiliated US YOUTH & CSA Recreational
Recreational Only	RT	\$500.00	Affiliated US YOUTH and CSA
Indoor (Futsal)	RT	\$250.00	Affiliated US YOUTH and CSA Teams
Jamboree	RT	\$50.00	Affiliated CSA Teams (no advertising by CSA)
Including 20Us		\$50.00	Add-on fee for any tournament hosting 20U

Tournament Status Changes after Approved Sanction Has Been Given

1. **All** changes to a tournament, after approval must be submitted in writing on the Tournament Change Request form. Changes submitted without this form will not be considered for approval.
2. Tournaments requesting changes to approved age groups/gender or level of play must be presented to the CSA Board of Directors; such changes will be reviewed at the next regularly schedule BOD meeting, which can delay approval a minimum of 30 days.
3. All changes are subject to approval and may take 1-2 weeks or more, depending on the nature of the change.
4. Changes that affect a tournament's posting on the CSA website may take 7 to 14 days to post.
5. Failure to have sanctioned tournament changes approved may result in disciplinary action resulting in withdrawal of sanction.

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Section 3

CO Requirements & Rules

Acceptance/Rejection of Teams

Accepting Teams

1. Each team accepted into a tournament should receive written notification of their acceptance.
2. Tournament rules must be mailed with the acceptance letters.
3. Criteria for acceptance of teams to individual tournaments cannot be based on a team's ability to provide referees. In addition, accepted teams cannot be required to provide a tournament referee, nor can any tournament use such criteria for penalizing a team in any way. This is for the advanced side only, not the developmental side.
4. New tournaments in their 1st year shall not accept teams that are from out of the state of Colorado or from out of the US.

Rejecting Teams

1. Teams must be notified in writing of non-acceptance within the seven days after the tournament entry deadline.
2. The entry fees of teams rejected by a tournament must be returned in full with the rejection notice.
3. The tournament director will retain the stamped tournament application.

Credential Requirements

All affiliated teams, including those from other state associations and foreign countries, must have approved travel papers, including rosters, which will ensure that all players are properly registered.

All affiliated teams, including those from other state associations must have the following:

1. Team **league** rosters must contain the players' name, date of birth, US Youth player identification number, and the signature/stamp of the Club Registrar.
2. Member pass (**must be laminated**) and must contain the following information:

Front: State

Member – This should state whether it is a “Player” or “Coach”

Player's name

Date of birth

Team name

Age group

Seasonal year

Back: Current photo

State/Club Registrar's signature or stamp

3. Each coach and assistant coach shall have his/her own member pass containing the same information as is required on a player pass (A coach pass need not include date of birth). These passes are to comply with US Youth requirements.
4. The guest player's pass must accompany the single event player loan form (for out of state teams only)
5. A properly completed and signed medical release form (available on the CSA Website) must accompany all rostered players and guest players.
**Please note that a notary is not required.*
6. If your tournament is hosting traveling teams outside of Region IV, both the tournament director and the CSA office must receive an approved application for travel from the out-of-state teams BEFORE the tournament commences.
7. Under No Circumstances may a player participate in a tournament game without a proper US Youth Soccer member pass or CSA approved temporary pass.
8. To protect the identity of our players, birth certificates are not required to be kept by team officials and shall not be carried to any CSA sanctioned event.

CSA sanctioned tournaments shall not ask to see birth certificates as part of their credential requirements.

9. Any tournament requesting to host 20Us would be required to apply for adult sanctioning as well as youth sanctioning with CSA, due to insurance restrictions. When applying for adult sanctioning, the following protocol will go into effect:
 - a) The Club requesting adult sanctioning will be required to pay CSA an additional \$50 application fee.
 - b) The 20U teams accepted into the adult/youth sanctioned tournament will need to pay CSA \$10 per player for a player pass, and to be covered by insurance as an adult.
 - c) CSA would require the Tournament Director to return the supplied spreadsheet back to CSA, listing all 20U player's names, prior to the tournament start date.

Disciplinary Procedures and Penalties

Discipline shall fall under the Tournament Director. After the Tournament Director or Tournament Committee's review, the discipline matter can then be escalated to the appropriate club or state association for further action, if necessary.

The following FIFA laws will apply to all games:

Game suspensions listed below are to be regarded as minimums for the charged offenses depending on the findings of the Disciplinary Committee. Penalties may be increased according to the gravity of the infringements and the reasons for such increased penalties shall be documented on the Send-off Report or on an enclosed document by the Disciplinary Committee.

When sent off the field of play and shown the red card for infringement of the "Laws of the Game", players and substitutes shall be disciplined by further games suspension as follows:

- A. Serious foul play (S1)
 - 1. Examples include, but are not necessarily limited to: when a player, in a violent or dangerous manner intentionally trips, holds, pushes, charges, or tackles an opponent from behind the penalty shall be: ALL AGE GROUPS- Suspend for **minimum of one (1) game.**
- B. Violent Conduct (S2)
 - 1. Examples include, but are not necessarily limited to, Striking or attempting to strike another player, team official or spectator, unlawfully entering the field of play during an altercation. ALL AGE GROUPS – Suspend for a **minimum of two (2) games.**
 - 2. Pushing in an act of aggression, striking or attempting to strike a referee, linesperson or fourth official. ALL AGE GROUPS- Suspend for a **minimum of one (1) year**, unless serious injuries are inflicted then the minimum suspension period will be at least five (5) years.
- C. Spits at an Opponent/other Person (S3)
 - 1. Examples include, but are not necessarily limited to: spitting or other unseemly acts on or at another person. ALL AGE GROUPS – Suspend for a **minimum of two (2) games.**
- D. Denies opponent goal or goal scoring opportunity by deliberately (S4) handling the ball. ALL AGE GROUPS – Suspend for a **minimum of one (1) game.**
- E. Denies obvious goal scoring opportunity to an opponent moving (S5) towards the players' goal. ALL AGE GROUPS – Suspend for a **minimum of one (1) game.**

- F. Offensive, Insulting or Abusive Language. (S6)
1. Examples include, but are not necessarily limited to: uttered in frustration and in the referee's opinion, loud enough to be heard. ALL AGE GROUPS – Suspend for a **minimum of one (1) game**.
 2. Examples include, but are not necessarily limited to: words or actions directed towards any person. ALL AGE GROUPS – Suspend for a **minimum of two (2) games**.
- G. Second Caution: (S7)
ALL AGE GROUPS – suspend for a **minimum of one (1) game**.

In specific situations, the Disciplinary Committee may place an individual on probation in addition to the suspension. The probationary period is to be served immediately following the suspension period and is intended to monitor an individual's degree of reformation. Should an individual on probation be sent off the field of play and shown the red card during the probationary period the matter shall be referred to the DC committee for evaluation.

Cancellation of a Tournament

1. Tournaments that are cancelled due to lack of entrants must return entry fees to applicants in full within seven (7) days of the entry deadline.
2. Tournaments cancelled due to inclement weather, acts of civil disobedience, war, destruction of facilities, or other circumstances deemed by the Tournament Committee to be beyond the control of the hosting league may retain up to 30% of the entry fee providing they have documented the expenses to the State Tournament Chairperson to cover money already disbursed for the tournament.
3. No tournament may retain any or part of a team's entry fee under this provision without written permission of the State Tournament Chairperson.
4. If requesting to retain any portion of the team entry fees, the tournament director must submit in writing the following:
 - a. Financial report itemizing the entry fees collected
 - b. Tournament related expenses
 - c. Copy of valid receipt for all expenses
5. The State Tournament Chairperson will review all documentation and determine the allowable retention of fees and the mandatory refunds to teams and send written notification to tournament director
6. Refunds to teams must be postmarked within 45 days of written decision.
7. A cancelled tournament that wishes to reschedule must request approval from the State Board of Directors within 72 hours after the tournament is cancelled.

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Section 4

International Tournaments

Hosting Foreign Teams (Teams from Outside the US)

1. These procedures apply when hosting one or more foreign teams for a tournament or games, whether that tournament or games include United States teams and foreign teams or foreign teams only. A foreign team is any team from outside the 50 States of the United States and the District of Columbia.
2. The provisions are in addition to those required as stated above for hosting a tournament. All provisions stated above must also be complied with.
3. Rules for the Tournament or Games
 - a. Must provide a point system of 3 points for a win, 1 point for a tie, and no points for a loss.
 - b. In any Under 17 or older age group, the Rules MUST specify FIFA limited substitution rules.
4. A copy of 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*, submitted directly to US Soccer with a \$75.00 check made payable to USSF.
5. It would be wise to purchase medical insurance for teams entering your tournament from foreign countries. We suggest you include the cost of the insurance in their fee.
6. Foreign Team Credentials - Teams traveling to CSA tournaments from foreign countries must have the following credentials:
 - a. Written proof of permission to travel from their National Association
 - b. Proof of insurance coverage for their players (medical releases)
 - c. Photo identification of player (passport)
 - d. Proof of age of each player

UNITED STATES SOCCER FEDERATION RULES CHECKLIST FOR TOURNAMENTS

For a tournament held by a United States Soccer Federation member that includes foreign teams, the tournament rules are submitted to either FIFA or CONCACAF for approval. The following checklist is being provided to ensure that your tournament rules all requirements and therefore will also provide expeditious consideration and approval. The items included in the list are requirements that must be in the tournament rules unless otherwise stated.

I. TOURNAMENT NAME

Place the name of the tournament at the top of the Regulations and number the pages.

II. TOURNAMENT HEADQUARTERS

Provide the address, phone numbers and name of contact person.

III. REGISTRATION AND TEAM ELIGIBILITY

1. Check-in - Specify where, with whom, and when a team is required to register with the tournament upon arrival in the venue. (Example - on arrival at the tournament headquarters, 30 minutes before each game, at a specified location, at the team's game field, with a specific individual.)
2. Requirements - Specify what a team is required to provide when checking into the tournament. (Example - include tournament roster, player passes, insurance forms, parental permission slips, team roster, and travel permission form.)

A. TEAMS FROM THE UNITED STATES – For teams from the United States:

1. The Players must present picture identification cards issued by the team's Federation Organization Member (USYS, AYSO, other)
2. Teams must provide proof of approval of the team's participation from the team's Federation Organization Member.
3. Teams from outside the State Association where the tournament is located must provide proof of permission to travel.

B. FOREIGN TEAMS – For a team coming from a CONCACAF nation:

1. Players must present passports at registration or, if from a nation that the United States does not require a passport, proof of entry into the United States that is required by the United States.
2. Teams are required to have and present player picture identification cards.
3. Tournament rules must require that the team have a completed form from its Provincial or National Association approving the team's

participation in the tournament.

IV. PLAYER AGE AND ELIGIBILITY – Specify:

1. The age groups and gender of the teams eligible to participate in the tournament and the maximum number of players permitted on the roster for each age group and gender.
2. If guest players are permitted. If so, specify the number permitted and the eligibility requirement. These may vary by age group and gender.

V. TEAMS – Specify:

1. How the home and away teams will be determined (Example – top team in the bracket, flip coin, etc.)
2. How uniform color conflicts will be resolved (Example – both teams must bring two sets of uniforms to each game, however if the referee determines there is a conflict, the home team will be required to change).
3. If there are rules about where teams and spectators are to be located (Example – the tournament director will designate which side of the field will be for the teams and which side will be for the spectators. No persons are permitted behind the goals).

VI. PLAYER CREDENTIALS AND UNIFORMS – State that:

1. Player picture identification cards are to be present and available at all matches.
2. Identification cards are required to be checked by the referee prior to each match
3. The shirt number of each player must be the same as the player's shirt number on the daily match report or roster. If the numbers are not the same, the referee is not to allow the player to take part in the match until the numbers are the same (Examples –The player changing his or her shirt, or the daily match report being changed).

VII. LAWS OF THE GAME

1. All matches must be played in accordance with *IFAB Laws of the Game*, except as specifically modified as follows in the tournament rules:
2. Specify any modifications to the Laws of the Game which your tournament will use, as allowed under “Modifications - Notes on the Laws of the Game” (Introduction section before the IFAB Laws of the Game), including:
 - a. Match length - Specify match length for each round and age group, including overtime periods (if any).
 - b. Substitution -The following substitution rules must be included:
 - 1). SUBSTITUTION TIME A player may be substituted on at a stoppage of play with the permission of the referee. NOTE: Tournament regulations may limit when substitutions may be made by specifying

specific stoppages in play when substitutions can be made (Example -At goal kicks and corner kicks, on your team's throw-ins, when a player is cautioned); otherwise substitutions may be made at any stoppage only with the permission of the referee.

2). SUBSTITUTION AGE LIMITS

1. If the age group is 15 & under, free substitution is allowed.
2. For age groups 16 years and older, free substitution is allowed providing the tournament is not an official competition (but a friendly club tournament) and the age category does not include matches between national teams of CONCACAF member countries. If it does include national teams, then up to six substitutions are allowed.

c. Player Equipment – Specify what is permitted and not permitted.

1. Shin guards – Required for all players (no exceptions).
2. Casts (Example – No hard casts are permitted. Soft casts are permitted with the permission of the referee.) NOTE: You may require approval by a Tournament doctor as well but the ultimate authority is the referee.

VIII. TOURNAMENT AND MATCH SCHEDULES – Specify:

1. Tournament Format – By age group, whether the first round is a round robin or single elimination. If it is a round robin, specify how many teams qualify from each group for the succeeding rounds and what the format is for those succeeding rounds (Example – 2 teams in each bracket in an age group qualify for the semifinals with the winner of bracket A playing the winner of bracket B and vice versa, and the 2 winning semifinalists playing in the final match). If all groups are the same, so state.
2. Match Schedules – The minimum number of matches a team will play and the number of matches being played on each day. If the same for all groups, so state.
3. Procedures for Determining a Winner – The procedures for deciding matches that require a winner and specify which matches those are (Example, semifinals and finals). If overtime periods are used, overtime periods must be played to completion. “Golden goal” and “Silver goal” are no longer allowed.
4. Referees – That all matches must use referees certified by the Federation.
5. Match Delays, Suspensions and Cancellations – What the effect is to the match schedule if there are weather or other situations that result in a delay, suspension, or cancellation of play. Specify who makes that decision and what the outcome will be.
6. Refund Policy – State the policy of the tournament in regard to the refund of entry fees for cancellations, including if there is a refund and, if so,

when, where, how, and how much.

IX. FORFEITS – Specify:

1. What constitutes a forfeiture (Example, a team not arriving by or within so many minutes of the scheduled starting time for a match or not having the minimum number of players present).
2. The minimum number of players required to start play.
3. Whether a team that forfeits a match will be permitted to proceed in the tournament to the playoff rounds.
4. The result for a forfeited match and how it impacts the standings (Example 30., depends on your Standings structure)

X. STANDINGS AND TIE-BREAKERS

1. Specify the system to be used in determining standings. (Examples include points from the results of matches such as points for a win, loss, and tie, bonus points for goals scored up to a certain number, results of forfeited matches, or loss of points for disciplinary action (e.g., coach and player red cards).
2. List the tie-breaker procedures to be used to decide the placement in the standings of teams that are tied. Recommended methods include:
 - a. Points earned from matches won or tied;
 - b. Head-to-head competition of the tied teams;
 - c. Goal difference;
 - d. Goals scored;
 - e. Goals allowed;
 - f. Kicks from the penalty spot;
 - g. Fair play scores;
 - h. A drawing by lots.

XI. MATCH AND SCORE REPORTING – Specify:

1. Who is responsible for reporting the match results, cautions, and ejection to the tournament headquarters (Examples - coaches, referees, field marshals, or any combination).
2. The procedure for reporting the match results, cautions, and ejections. (Examples - the home team coach is to make the report; both coaches must sign a scorecard; the home team or field marshal must submit the card to the tournament headquarters immediately or within one hour).

XII. PROTESTS & DISPUTES – Specify:

1. Protests – What, if any, protests are permitted, the procedures to be followed, if any protest fees are required and if they are refunded if the protest is upheld.
2. Disputes – How disputes for non-referee decisions are handled (Example – player eligibility issues or disputes over tournament rules) and by whom.
3. The committee or other entity organized at the tournament to consider

- and hear protests and disputes.
4. The procedures and entity involved in a protest or dispute must provide quick due process.
 5. The rules must state that:
 - (1) decisions by referees may not be appealed, and
 - (2) decisions by the entity deciding a protest or dispute are final and may not be appealed

XIII. CONDUCT AND DISCIPLINE – Specify:

1. Team and Spectator Conduct - The conduct that is expected from the teams (Example - a code of conduct) and what action will be taken for misconduct, including expulsion from the tournament.
2. General Rules - What is NOT permitted (Examples - animals, alcoholic beverages, smoking, verbal abuse of anyone).
3. Ejections - That a player or coach sent off during a match is not allowed to play or coach in the next match. State that the tournament committee may take additional disciplinary action against a team or individual for serious offenses, including suspension from the remainder of the tournament and non-eligibility for future tournaments of that tournament committee. Detail whether the passes for the player or coach are to be held by the tournament director until the suspensions are served. Specify where the suspended players and coaches may be during matches (Example – Coaches may be located on the spectators side of the field but may not coach or communicate with the team in any manner; players may sit with the team but may not be in uniform).
4. Accumulation of Yellow Cards - If there are disciplinary procedures for accumulated yellow cards received in different matches during the tournament and if so what they are. (Example - a player who accumulates 2 or 3 yellow cards in different matches is suspended for one match.
5. Report of Disciplinary Action:
 - A. For United States teams, state the procedure for notifying the Federation Organization Member of that team of disciplinary action taken or required.
 - B. For CONCACAF teams, specify that the tournament committee will notify the US Soccer Federation of disciplinary action taken, and that the Federation will transmit the disciplinary action taken or required to that team's provincial or national association.

XIV. GAME BALLS – Specify who is responsible for supplying the game balls (Example – Tournament, home team away team, both teams). If the teams are responsible, then list any criteria and specifications (Example – “FIFA Approved”, “FIFA Inspected”, etc.).

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Section 5

Referees

Choosing a Referee Assignor

All CSA sanctioned tournaments must have a certified referee assignor.

Requirements for Selecting a Referee Assignor

1. Referee Assignor must be USSF Certified. For further information, please contact the Director of Referees, Esse Baharmast at EBaharmast@coloradoreferees.com.
2. Start the selection process at least six months in advance and choose the assignor at least four months before the tournament.
3. Limit the list of candidates to those individuals who are familiar with the experience and capabilities of the referees who will be officiating at the tournament.
4. Select an assignor based upon his or her reputation in the soccer community and his or her experience as an assignor and as a referee.

Other Suggestions

1. Provide adequate funding for refreshments for officials, both solid and liquid. We strongly recommend healthier breakfast items (bagels, cream cheese, fresh fruit, coffee, hot chocolate, juice, water; and adequate supplies of cold water, electrolyte beverages, juice, and other "nutrient beverages" available throughout the entire day, in addition to fresh fruit and items such as energy bars to supplement referee nutrition throughout the day.
2. Consider appointing a competent senior referee assignor or instructor to serve as "Tournament Referee" to observe games in which problems can be expected to arise and to attempt to diffuse potentially explosive situations.

Compensation Requirements

1. Tournaments for bona-fide charitable organizations may give appropriate gifts as compensation for referees. All other tournaments are required to pay referees and assignors for their services.
2. Tournament paying agents are prohibited from paying persons who are not registered as referees with the U.S. Soccer Federation for the current

year. Information concerning registered referees may be obtained from the State Referee Administrator.

Guidelines for Referee Assignors

Availability request forms should be mailed to referees a minimum of three months prior to the tournament. Three sets of referee mailing labels will be provided by the State Referee Administration as part of the tournament-sanctioning fee. The first set is to be used for mailing the referee availability forms, the second set is to be used for mailing the referee game assignments, and the third set is to be used for mailing the referee payment checks. Please request-mailing labels from the State Referee Administration at least two weeks before the date of the first mailing.

Pay attention to requests made by referees and make reasonable attempts to comply with them.

Insofar as possible, adhere to the following assignment guidelines:

1. Limit assignments to a maximum of three games per referee per day.
2. All advanced tournaments shall have a 3-referee system. The center referee for all age groups shall be currently registered, neutral and in proper uniform, and at least two years older than an age group being officiated. On all games U-15 and above, the assistant referees shall be current registered, neutral and in proper uniform. On games U-14 and below, it is recommended, but not required that the assistant referees be currently registered.
3. Whenever possible, stagger game assignments, e.g. assign a referee to two consecutive games, then give him or her one time slot off, then assign him or her to a third game.
4. Do not assign any referee to do two consecutive "centers."
5. Do not assign any official (referee and assistant referee) to the same team more than once.
6. Do not assign an individual as an official for a game involving a team that has a strained relationship with that individual.
7. Determine in advance whether an official has a child playing in the tournament. If so, do not assign that official to referee any game in which his or her child's team or age group is participating.

8. Use your best efforts to eliminate even the perception of any possible bias on the part of an official.
9. Assign an adequate number of officials as "standbys" to fill in for officials who get sick or injured, arrive late, or fail to show up at all.
10. Please remember that non-certified referees **may not** be paid in cash or by check. However, they may receive a pre-purchased gift.

Make sure that a knowledgeable assistant staffs the referee assignment station at all times either by the referee assignor or by a knowledgeable assistant.

CSA Tournament Manual 2017-2018

Section 6

Mandatory Reports

Mandatory Tournament Reports

Pre-tournament

Two (2) weeks prior to the start of your tournament, you must present to CSA your list of participating teams. Small-sided tournaments are not required to submit a list of teams.

Any tournament that has not submitted the tournament acceptance lists to the CSA office by the two-week **deadline shall be charged a \$500.00 late fee and may lose the tournament sanction for the following year and shall be placed on probation for a period of one (1) year.**

Tournaments with last minute team substitutions and additions will not be charged a late fee. Please submit an updated copy of your list of teams should it change after your initial submission.

Post-Tournament

Red Card Report

The **Tuesday** following your tournament you must return to CSA the following:

- Tournament Red Card Report found in Forms section. All information on this form must be in your report in order for your submission to be complete. If you send a report without this information it will be considered late.
- Referee's send-off report for each red card issued. Include any additional disciplinary action taken by the tournament
- Only score cards that include referee reports regarding red-card infractions.
- Any US YOUTH player or coach pass continuing to be withheld during the tournament whereby the suspension of the player/coach exceeds the length of that tournament shall be sent to the CSA Office along with remaining games to serve under the suspension. This includes all out of state pass cards as well. CSA notifies all out of state associations of all infractions that their teams have acquired in Colorado. However, if the penalty assessed by the tournament disciplinary committee has been served in its entirety at the conclusion of the tournament, the player or coach pass may be returned to the appropriate team official.

Note: Per CSA rule 14.2 "Cautions (yellow cards) issued during non league competition shall not carry forward to league play." CSA only requires those game reports and game cards, which cite the issuance of a red card

Small sided tournaments are required to submit an incident report only, not a red card report.

Any tournament that has not submitted the items listed above to the CSA office no later than the first Tuesday following the tournament shall be charged a \$500.00 fine and may lose the tournament sanction for the following year and shall be placed on probation for a period of one (1) year.

Tournament Incident Report

Incident reports are required for any situation that is:

1. "Out-of-the-ordinary"
2. Possibly require further CSA involvement.

Incident reports must be submitted to the CSA office at the same time as the Red Card Report.

Tournament Summary Report

The CSA Tournament Summary Report must be forwarded to the CSA office within thirty days (30) after the tournament concludes. This report can be found in the forms section. You must use this form and not your own format in order to comply with CSA policy. All information on this form must be in your report in order for your submission to be complete. If you send a report without this information it will be considered late.

Small sided tournaments are also required to submit a full tournament summary report.

Failure to file a CSA tournament report within the specified time line will result in a tournament being **charged a \$500.00 late fee per offense and may lose the tournament sanction for the following year and shall be placed on probation for a period of one (1) year.**

Tournament Director's must retain originals of all tournaments entry forms for one (1) year following the tournament.

List of Potential Fines for CSA Sanctioned Tournaments

There will be no exceptions for a missed deadline. You will be sent an automatic invoice when you fail to meet a required deadline and you will not be given a sanction again until the fine has been paid.

The following is a comprehensive list of what must be submitted in order to be in compliance:

1. List of Accepted/Rejected Teams due 2 weeks before the start of your tournament. Small sided tournaments are not required to submit a list of teams to CSA.
2. Red Card and Tournament incident report are due the Tuesday following your tournament by 6:00 p.m. Small sided tournaments are only required to submit an incident report not a full red card report.
3. Tournament Summary Report is due 30 days after the conclusion of your tournament. Small sided tournaments are also required to submit a full tournament summary report.