

# TRAVEL & TOURNAMENT POLICIES & PROCEDURES

**USYS Rule 401:** Teams wishing to travel out of state or out of the country must request permission from their National State Association in accordance with the procedures detailed in the Travel and Tournament Manual.

## 12.0. Purpose of the Travel and Tournament Manual

12.0.1. To provide a simple and understandable explanation of travel and tournament or games hosting procedures, and the policies and rules which pertain to those procedures;

12.0.2. To ensure that all traveling and hosting teams or organizations are affiliated with U.S. Youth Soccer or approved organizations and are in good standing with their respective associations;

12.0.3. To insure that standardized and uniform practices are followed by all organizations who are sanctioned to host a tournament so that any team participating in a tournament can know that the tournament will be conducted openly, fairly and in accordance with U.S. Youth Soccer rules, and these policies and procedures;

12.0.4. To define the responsibilities of hosting teams or organizations to their visitors;

12.0.5. To ensure that the prior approval of U.S. Soccer and FIFA is obtained for teams from outside the United States; and

12.0.6. To ensure that all disciplinary actions arising out of tournament play are referred to the home National State Association for appropriate action.

## 12.1. Enforcement of Policies

It is the responsibility of the National State Association granting permission to travel or to host to ensure that the policies in the Travel and Tournament Manual are followed. Failure of a host organization to follow policy may result in the imposition of sanctions upon that organization.

The procedures and forms contained in this manual are designed to apply to interstate or international competition, but do not apply to the US Youth Soccer National Championships. State Select Teams and Regional Olympic Development Teams must follow the procedures in the Travel and Tournament Manual.

## 12.2. Application for Travel

Teams from South Texas Youth Soccer Association wishing to travel outside the boundaries of the state association must submit an Application for Travel or Region III Travel Notification via the e-Travel process prior to the date of the planned travel. Any team found to be in violation will be subject to fines, travel restrictions, and additional sanctions by the STYSA Appeals Committee. STYSA, its Executive Committee or the State Office will not accept liability for problems that may arise because of such violations.

STYSA reserves the right to reject any application or notification of travel for any team who is in bad standing with their club, Member Association, or STYSA.

12.2.1. Applications for Travel **outside the U.S.** (including Mexico) must include:

1. Completed and signed Application for Foreign Travel
2. Travel Request/Roster generated by the e-Travel system
3. A copy of the official brochure, pamphlet or invitation or other applicable material from the Tournament or Games
4. Ted Stevens Olympic and Amateur Sports Act signed compliance statement
5. Application Fee payable to USSF \$50.00

12.2.2. **Roster:** The Travel Request/Roster generated by the e-Travel system must accompany the Application for Foreign Travel. This roster must include all players traveling to the tournament or games.

### 12.3. Application to Host Tournament or Games

12.3.1. **Eligibility to Host:** In order to be eligible to host tournaments or games, the requesting organization must be in "good standing" with the State Association and comply with all requirements. When a private organization provides sponsorship for a tournament, the permission to conduct the event is granted only to the affiliated team, club or association, not to the sponsor. It is the responsibility of the host organization to verify that all requirements are met.

#### 12.3.2. Permission to Host a Tournament or Game

**Tournament** - an activity that includes several teams all of which are to be assessed a fee. The purpose of this event is usually to raise funds for the organization. Awards are generally presented to the top finishers.

**Games** - (also referred to as friendly or exhibition games) matches involving two or more teams for which no entry fee is charged. In many instances, each team will be assessed a minimal fee to cover field use or referee costs.

All STYSA Member Associations wishing to host a tournament must submit to the State Office an Application to Host. This application should be submitted no later than ninety (90) days prior to the proposed date of the event and should include:

#### 12.3.3. An Application to Host a Tournament of Games must include:

1. Original Application to Host form. This form must be signed by the Tournament Coordinator and the President of the Member Association.
2. Tournament or Games Hosting Agreement
3. Copy of the Tournament Rules
4. Application Fee (for Tournaments only) payable to STYSA \$100.00

A copy of the approved Application to Host must be included on all invitations issued by the hosting organization.

### 12.4. Hosting Tournaments, Friendly Games or Exhibition Games involving teams from outside the United States

If teams are to be invited from outside the United States, the application must be approved by both STYSA and US Soccer. Applications to Host a Tournament or Games involving foreign teams (including Mexico) must be submitted in a timely manner and must include:

1. Application to Host Tournament. This form must be signed by the Tournament / Games Coordinator and the President of the STYSA Member Association.
2. Tournament or Games Hosting Agreement

3. Application to Host Foreign Teams (a separate form is required for each country from outside of the United States being invited).
4. Ted Stevens Olympic and Amateur Sports Act signed compliance statement
5. Copy of the Tournament Rules - In any Under-16 or older division which will include one or more foreign teams. Rules of the Tournament or Games must specify FIFA limited substitution rules.
6. Application fee payable to STYSA - \$100.00 application fee (not required if this is filed previously with the original Application to Host mentioned above)
7. Application fee payable to US Soccer or USSF - \$75.00

#### 12.5. STYSA Sanctioned Competition for Under-6 & Under-8

Teams entered in Under-6 and Under-8 invitational tournaments may be given awards for participation only. No scores or results shall be kept at these invitational tournaments that will lead to awards to top finishers.

#### 12.6. STYSA Hosting Policies and Procedures

**Hosting Agreement:** The Tournament Coordinator and the President of the Member Association are required to sign the USYS Hosting Agreement. Through the signing of this agreement, the hosting organization is agreeing to meet numerous requirements such as abiding by the hosting rules of the state and national organization as well as the tournament rules, maintaining control of the participants and fans, providing adequate and qualified referees, and having medical or security services available if needed.

The USYS Hosting Agreement also states that the tournament officials will require each team to provide a medical authorization for every player taking part in the event.

#### 12.7. Post Tournament Report

The Post Tournament Report must include:

1. The number of teams participating in each age division and competition level
2. The name of the champion in each age division and competition level if a champion was determined
3. The number of teams participating from each state association or foreign country
4. The criteria for the award and the name of the recipient if "Sportsmanship" Awards were given
5. The number of fields used for the tournament
6. The name of the tournament sponsor if any
7. The name and team name of all players and / or coaches receiving red or yellow cards and details of any other matter involving improper or unsportsmanlike conduct

#### 12.8. Fine for Late Post Tournament Reports

Post Tournament Reports must be filed within 15 days of the conclusion of the tournament. Failure to do so will result in the following fines:

<b>FILING TIME</b>	<b>TOURNAMENT SIZE FINE</b>	
Within 15 days	All size tournament	No Fine
16 - 45 days	Up to 50 teams	\$ 25
16 - 45 days	50 - 100 teams	\$ 50
16 - 45 days	100 - 200 teams	\$ 100
16 - 45 days	200 - 500 teams	\$ 250
16 - 45 days	over 500 teams	\$ 500
45 days or more	Up to 50 teams	\$ 50
45 days or more	50 - 100 teams	\$ 100
45 days or more	100 - 200 teams	\$ 200

45 days or more	200 - 500 teams	\$ 500
45 days or more	Over 500 teams	\$1,000

The club hosting the invitational tournament will not be allowed to host another tournament until the original tournament's post tournament report and any fines are received in the State Office.

#### **12.9. Exhibition Games**

To invite a team from another state association, Mexico or Canada to participate in an exhibition game, the hosting team or club must submit an Application to Host a Tournament or Games as well as an Application to Host Foreign Teams in a timely manner.