



# Sanctioned Tournament Policy

## 2015-2016 Season

This document outlines the requirements to receive and maintain Arizona Youth Soccer Association (AYSA) sanctioning for a youth soccer tournament in the state of Arizona.

Any requested deviation to this policy must be submitted in writing to the Tournament Committee. The Tournament Committee will review on a case by case basis.

### 1. Tournament Classification

- 1.1. Tournaments shall be classified as “Standard” and “Custom”.
  - 1.1.1. Standard tournaments are those tournaments which follow US Youth Soccer guidelines in terms of numbers of players on the field and laws of the game. And beginning with the 2015-2016 season this should also include the AYSA Youth Academy: U7 and U8 will be 4v4, without goal keepers. U9 and U10 will be 6v6 with goalkeepers.
  - 1.1.2. Custom tournaments are those which are distinctly different than those listed above, such as 3v3, 4v4, etc.
    - 1.1.2.1. AYSA will only sanction 3v3 and 4v4 youth-only tournaments during the summer period May 1<sup>st</sup> through August 31<sup>st</sup>. These tournaments will be exempt from the total number of allowable tournaments for a club. All other criteria listed herein will otherwise apply.

### 2. New Tournament Sanction

- 2.1. No requests for tournament sanction will be considered without a completed “Application to Host a Tournament or Games” form.
  - 2.1.1. The “Application to Host a Tournament or Games” form must be submitted to AYSA by March 1st of the season preceding the requested tournament date(s).
- 2.2. The host organization must:
  - 2.2.1. Be an AYSA member in good standing
  - 2.2.2. Be in its third consecutive year (minimum) of AYSA membership, and upon approval may host in its fourth consecutive year of AYSA membership.
  - 2.2.3. Have a minimum of 200 AYSA registered players at the time of its application.
- 2.3. Number of Tournaments Allowed:
  - 2.3.1. Clubs in good standing will be allowed to host no more than two (2) standard tournaments per year.
  - 2.3.2. Only district leagues will be granted tournament sanctioning.

- 2.4. First year tournaments will be limited to in-state teams only, and team limits may be imposed.
  - 2.4.1. In special circumstances, the tournament committee may grant exceptions to the above criteria. Requests for exception(s) must be submitted by the host organization in writing to AYSA, and must include:
    - 2.4.1.1. Why an exception should be granted.
    - 2.4.1.2. Names of the organizations sending the out-of-state teams, if an exception to the limited number of such teams is being requested. Must also include likely age groups of such organizations.
    - 2.4.1.3. Experience of the host organization and demonstrated knowledge of the sanctioning policies.
- 2.5. Tournament applications will be reviewed based on the following criteria:
  - 2.5.1. Requested Date(s): Other tournaments on that weekend.
    - 2.5.1.1. Possible alternative date(s)
  - 2.5.2. Tournament Type: Competitive (Select), recreational, or both.
  - 2.5.3. Location of Games: In which county will the tournament be held? Are there other tournaments in the same city at the same time?
  - 2.5.4. Committee discretion may be used based on the “good of the game”.
  - 2.5.5. Club is in good standing with AYSA
  - 2.5.6. Club’s past history of hosting tournaments.
- 2.6. Organizations requesting tournament sanction must submit the following:
  - 2.6.1. “Application to Host a Tournament or Games”
  - 2.6.2. Tournament Report from previous season, with payment, if applicable.
    - 2.6.2.1. Note: Reports are required for any previously held tournament.
  - 2.6.3. If applying to host foreign teams:
    - 2.6.3.1. “Application to Host a Tournament or Games Involving Foreign Teams”. This application must be submitted directly to the U.S. Soccer Federation, with a copy to AYSA.
    - 2.6.3.2. “U.S. Soccer International Tournament/Games Hosting Agreement” (aka “Ted Stevens Act”). This application must be submitted directly to the U.S. Soccer Federation, with a copy to AYSA.
  - 2.6.4. Proposed budget: applies only to first year tournaments, or to tournaments on probation. The budget must include estimates for the following revenue & expenses. Items which are not applicable must be listed with an “N/A” (Not Applicable), to ensure such items were considered.
    - 2.6.4.1. Revenue
      - 2.6.4.1.1. Team Fees
      - 2.6.4.1.2. Advertising/Sponsorships
      - 2.6.4.1.3. Concessions
    - 2.6.4.2. Expenses
      - 2.6.4.2.1. Referee Fees
      - 2.6.4.2.2. Referee Assignor Fees
      - 2.6.4.2.3. Tournament Management Fees
      - 2.6.4.2.4. Field Marshals
      - 2.6.4.2.5. Field Rental (also includes security, portable restrooms)
      - 2.6.4.2.6. Rental Items (tables, chairs, tents, etc.)
      - 2.6.4.2.7. AYSA Fees (No. Teams x \$7.25)
      - 2.6.4.2.8. Awards (medals, trophies, etc.)

- 2.6.4.2.9. Gifts: pins, patches, flipping coins for referees, gifts for coaches
- 2.6.4.2.10. Tournament Software
- 2.6.4.2.11. Water for referees and staff
- 2.6.4.2.12. Programs, other printing/mailing
- 2.6.4.2.13. Miscellaneous
- 2.7. The committee may approve applications after considering the impact of conflicts such as:
  - 2.7.1. Multiple tournaments in the same city on the same date.
  - 2.7.2. Multiple tournaments in different parts of the State on the same date: Phoenix and Tucson; or Tucson and Flagstaff, etc.
  - 2.7.3. Competitive and developmental/recreational tournaments on the same day in the same city.
  - 2.7.4. Multiple tournaments in Phoenix East Valley vs. West Valley.

### 3. **Tournament Sanction Renewal Requirements**

- 3.1. Any tournament placed on probation may be required to participate in an operations review each year it is on probation.
- 3.2. Second year tournaments may be required to participate in an operations review before sanctioning is approved. The operations review will consist of a meeting between the tournament director, the club tournament committee and the AYSA tournament committee. The purpose of the meeting will be to discuss successes and failures of the event and come to a consensus on what procedures need to be implemented, if any, to assure the continued success of the event. All procedures agreed upon must be implemented, or documentation of intent to implement, within 30 days of the meeting.
  - 3.2.1. Second year tournaments, after operations review by the Tournament Committee, may be allowed to increase the total number of teams and accept up to 15% of their total team counts as out-of-state teams.
- 3.3. In tournaments which only serve U14 and below or which are single-gender events (all girls, all boys, etc.), there must have been a minimum of 60 registered teams in the previous season's tournament.
- 3.4. In tournaments which serve all ages or which are multi-gender events (boys and girls), there must have been a minimum of 100 registered teams in the previous season's tournament.
- 3.5. The organization must be a member in good standing with AYSA. The organization and tournament, together, must be financially viable.
- 3.6. Should an existing tournament not meet the above criteria, the tournament will be placed on probation for a minimum period of one year. Should the criteria not be met during the probationary period, the tournament sanctioning will not be renewed.
  - 3.6.1. Re-application will fall under the guidelines provided herein under Section 113 "Loss of Tournament."

4. **Application Deadline**

- 4.1. No requests for NEW tournaments after the March 1st deadline will be considered. No exceptions.
- 4.2. Requests for an on-going tournament (held the prior year) submitted after the deadline will be subject to a \$500.00 late fee.

5. **Tournament Sanction Fees**

- 5.1. Each “standard” tournament shall be assessed a \$7.25 per team fee, payable with the tournament report.
- 5.2. Each “custom” tournament (3v3, 4v4, etc.) will be assessed a \$5.25 per team fee, payable with the tournament report.

6. **Loss of Tournament**

- 6.1. Should a tournament be suspended, the host organization may re-apply for sanctioning once the suspension period has concluded. The tournament will then be considered a new tournament, subject to the new tournament policies outlined in this policy. As with all new tournaments, no date priorities will be awarded, i.e. the tournament may lose its preferred date(s).

7. **Tournament Invitations**

- 7.1. All tournament invitations must contain the following information:
  - 7.1.1. Copy of the approved Application to Host
  - 7.1.2. Dates of tournament
  - 7.1.3. Entry fee
  - 7.1.4. Late fees, if applicable
  - 7.1.5. Refund policy, including deadlines and description of timeframes in which refunds will be made.
  - 7.1.6. Entry deadline
  - 7.1.7. Age groups and genders
  - 7.1.8. Game durations, including any modifications
  - 7.1.9. Housing, if applicable
  - 7.1.10. Tournament acceptance criteria, if any

8. **Tournament Operation Requirements**

8.1. **Officials**

- 8.1.1. All tournaments must have a currently licensed referee assignor to assign referees for their tournament games.
- 8.1.2. Only currently USSF registered referees will be allowed to officiate tournament games. In emergency situations a parent or other individual may be used as an assistant referee (AR).
  - 8.1.2.1. Only USSF registered referees may be paid.
  - 8.1.2.2. Any tournament which pays an unlicensed referee or any other person to officiate a game will be fined \$500.00 per occurrence (per game).

- 8.1.3. A three-man referee system must be used for all 11v11 games. USSF, U S Youth Soccer, and AYSA do not recognize any other referee system other than the three-man system. Should for any reason a game be short one official the format would be as as prescribed by USSF.
  - 8.1.3.1. UNDER NO CIRCUMSTANCES IS AUTHORIZATION GRANTED TO USE A DUAL REFEREE SYSTEM (TWO CENTER REFEREES). A game using a “dual system” is unrecognized and un-sanctioned. Any tournament found using a “dual system” in even one game would be fined \$500.00 per occurrence.
- 8.1.4. A center referee must be used for all games.
- 8.1.5. It is recommended that a three-man system be used on competitive small-sided games, while a center referee only may be used on small-sided developmental/recreational games.
- 8.1.6. The following are widely accepted guidelines which cover payment of referees under varying or unusual circumstances. Should a tournament decide to establish policies that are different from those below, the tournament should notify both AYSA and the State Youth Referee Administrator (SYRA), and advise all referees in writing of the tournament policies before hiring referees to work the event.
  - 8.1.6.1. If a scheduled game goes into overtime or shoot-outs the referee crew will not be paid extra for overtime and shoot-outs.
  - 8.1.6.2. If shoot-outs are required to determine advancement in the tournament, the referee crew that is scheduled to officiate the affected game shall officiate the shoot-out without additional compensation.
  - 8.1.6.3. Inclement weather may cause problems with the length of games and overall outcome of a tournament. All tournaments need to have an inclement weather policy for payment of referees available to the referees before the start of the tournament
- 8.1.7. The following are guidelines given by the State Youth Referee Administrator (SYRA):
  - 8.1.7.1. Any game cancelled with less than 24 hours notice, a referee crew shall be paid in full.
  - 8.1.7.2. Any game shortened due to weather, a referee crew shall be paid in full.
  - 8.1.7.3. Any game changed from playing time to shoot-outs, the scheduled referee crew shall be paid in full.

- 8.1.8. The officials of a tournament (tournament committee, field marshalls, etc.) and/or host organization should not divulge the identity of referees to anyone outside of those persons required to know to operate the tournament. This is a risk management issue and the tournament and/or host organization should establish procedures in dealing with inquiries or complaints concerning referees. Typically, persons inquiring as to the identity of a referee or who wish to file a grievance should be instructed to:
- 8.1.8.1. Fill out a Referee Comment Form, including the date, time and location of the game, teams playing, and details of the complaint. This form should be given to the Referee Assignor, with a copy to the Tournament Director/Committee. It is strongly recommended that the tournament or host organization all such grievances or comments, and provide feedback to the originator should that person wish to be contacted.
  - 8.1.8.2. Contact the Tournament Director. Upon contact, the Tournament Director should request that a Referee Comment Form be completed and filed per above.

## 8.2. **Game Duration**

- 8.2.1. The length of time of each game played in the tournament must clearly be indicated on the Application to Host and all tournament invitations. Examples:
- 8.2.1.1. All games regulation time.
  - 8.2.1.2. All games 30-minute halves.
  - 8.2.1.3. Preliminary games 30 minute halves, semi and finals regulation time.
- 8.2.2. The tournament must indicate how game times may be affected by inclement weather.
- 8.2.3. The recommended rest period between scheduled games is equal to the length of two normal games for the applicable age or two hours, whichever is less.
- 8.2.3.1. The minimum required rest period between scheduled games must be equal to the length of one normal game for the applicable age or one hour, whichever is less.
- 8.2.4. Typical Standard Game Durations
- 8.2.4.1. Note: These are guidelines only. Organizations may reasonably shorten times.

<b>Age Group</b>	<b>Length of Each Half</b>	<b>Half Time Period</b>
U6	8 Minutes/Quarter	5 Minutes at Half, 2 Minutes Between Quarters
U7/8	20 Minutes/Half	5 Minutes
U9/10	25 Minutes/Half	5 Minutes
U11/12	30 Minutes/Half	5 Minutes
U13/14	35 Minutes/Half	5 Minutes
U15/16	40 Minutes/Half	5 Minutes
U17/18/10	45 Minutes/Half	5 Minutes

8.2.5. Teams and players shall only play two games applicable to their age group in a day.

**8.3. Player and Team Credentials**

8.3.1. All players, coaches and assistant coaches must have a current year FIFA, USSF, USYSA, US CLUB, AYSA, AYSO, ODP, or affiliate member pass, depending upon the type of tournament sanctioned (restricted, unrestricted, etc.).

8.3.2. All players under the age of 18 must have a signed medical release form. These forms must be presented to the hosting organization upon request and be present with the coach at every tournament game. Should circumstances out of the team control (fire, theft, etc) prevent paperwork from being available, the tournament committee should work with the team and the relevant state association to resolve the matter as quickly as possible. Such extenuating circumstances should not in itself prevent a player and/or team from participating. All teams traveling from outside of Arizona to the tournament must have a copy of their association's approved travel authorization (if required) and team roster with them at the time of tournament check-in. The teams association may send this information directly to the hosting organization.

8.3.3. Recreational players registered as AYSA/USYS Tier 4 (no passes issued) are allowed to play in their own organization's AYSA sanctioned tournament.

8.3.3.1. A Tier 4 team or player wishing to play in another organization's AYSA sanctioned tournament must re-register in a higher tier and have player passes for the tournament.

**8.3.4. Player Credential Check-In Prior to Commencement of Games**

8.3.4.1. Teams must provide an official pass (excluding AYSA Tier 4 teams) with current year photo for each player and coach. A team may only utilize player passes from a single organization, i.e. it is impermissible for one team to utilize a combination of AYSA passes and US Club or AYSO passes.

8.3.4.2. AYSA Tier 4 teams must provide an official roster signed by a club official or AYSA.

8.3.4.3. Teams must provide a signed medical release form for each player.  
Note: AYSA does not require notarized signatures. However, other states may require this.

**8.4. Player/Coach Ejections/Send Offs**

8.4.1. During the course of the tournament should a player, coach, or spectator be sent off the field by the center referee, the tournament discipline committee should determine the disposition of the length of the suspension. If the spectator is not connected with either team then neither team is liable for their behavior nor should they be sanctioned for it. Tournament officials should take necessary action to remove the disturbance. However, that committee has no authority to suspend anyone for longer than the remaining number of games in the tournament. Note: As of 2002 all parents are members of the association through their child's registration and can be subject to discipline.

8.4.2. The center referee is required to submit a report on an official AYSA misconduct form. The tournament shall allow written rebuttal before disposition of the suspension.

- 8.4.3. The tournament committee shall hold the pass of the person involved in the suspension until after all time has been served.
- 8.4.4. A minimum of a one game suspension is mandatory for any official or player connected with the team.
- 8.4.5. Fighting is a mandatory length of tournament suspension.
- 8.4.6. Should the send off take place during the teams last game of the tournament, the referee report and pass shall be delivered to the AYSA offices within 48 hours of the completion of the tournament.
- 8.4.7. If the last game send off involves an out of Arizona team the pass shall be returned to the team, the referee report shall be turned into AYSA and forwarded to the proper association for disposition.
- 8.4.8. All completed misconduct forms must be delivered to the AYSA offices within 48 hours of the completion of the tournament.
- 8.4.9. Failure to submit a timely misconduct report, providing the official responsible for the game has turned in his/her report, will cause the tournament to be fined as follows:
  - 8.4.9.1. Reports turned in after 9:00 PM the Tuesday (or Wednesday for tournaments that finish on Monday's) after the tournament will be fined \$100.00
  - 8.4.9.2. A \$25.00 fine per day, that the report is not turned in, will be assessed until the misconduct report has been received by AYSA.

## 8.5. **General Policies**

- 8.5.1. A tournament official's name, email address and phone number for teams to contact with questions and concerns.
- 8.5.2. Tournament Headquarters must be clearly identified during the event.
- 8.5.3. Schedules must be posted at least 7 days prior to the start of the tournament.
- 8.5.4. Assemble an adequate staff for credentials check in before the start of the tournament.
- 8.5.5. Water on site for referees.
- 8.5.6. Payment of referees in a timely manner after the completion of each game and securing the scorecard.
- 8.5.7. Assemble a staff of site coordinators to oversee staff at each field location. The Site Supervisor must be knowledgeable of all tournament rules and regulations issued by AYSA, the tournament, and the host city of the fields.
- 8.5.8. Furnish teams timely updates of scores/standings.
- 8.5.9. Advise tournament participants on the proper procedure to address referee complaints.
- 8.5.10. Ensure the safety of all participants
- 8.5.11. Adequate security must be provided.
- 8.5.12. Ensure First Responders have access to all playing locations.
- 8.5.13. Tournament must follow the AYSA Head Injury/Concussion Policy.
- 8.5.14. Furnish all teams with a complete set of tournament rules.
- 8.5.15. Furnish all teams with an inclement weather policy.
- 8.5.16. Adequate restroom facilities must be available at all tournament locations.
- 8.5.17. Player passes shall be checked prior to the games.
- 8.5.18. Player passes, except for players which have been ejected from games, shall be returned to the team on request following the game. Passes may be held until

the game scorecard has been submitted by the referee and the referee has completed any misconduct reports.

**9. Tournament Review Process**

9.1. Tournaments must establish procedures to allow participant review and/or comment, including:

9.1.1. Accept complaints in writing up to 30 days after the conclusion of the tournament.

9.1.2. Investigate legitimate complaints received by the Tournament Committee, Tournament Director, host organization or AYSA after the conclusion of the tournament. Posts on an internet-based public forum will not be considered legitimate complaints.

**10. Tournament Report**

10.1. All sanctioned tournaments are required to submit to AYSA a completed Tournament Report Form within 60 days of the completion of the tournament. This form will be provided by AYSA. All reports must clearly identify and address every item on the list below. Tournaments held after March 1 will receive tentative sanctioning approval for the following year until the formal report is submitted by April 15. The tournament report shall include, at a minimum, the following items. If an item does not apply, i.e. rejection letter, injury report, then a notation of N/A (Not Applicable) is necessary to ensure the item was addressed.

10.1.1. Name of tournament

10.1.2. Name of host organization

10.1.3. Copy of tournament program

10.1.4. Rules of play

10.1.5. Invitation form/letter

10.1.6. Letter of acceptance

10.1.7. Letter of rejection

10.1.8. AYSA tournament fees

10.1.9. Misconduct reports

10.1.10. Injury reports

10.1.11. Total number of teams

10.1.12. State affiliation of out-of-state teams (number of teams from each state)

10.1.13. Number of foreign teams and their countries of origin

10.1.14. Approved "Application to Host a Tournament or Games Involving Foreign Teams"

10.1.15. Approved "U.S. Soccer International Tournament/Games Hosting Agreement" (aka "Ted Stevens Act").

10.1.16. List of fields used

10.1.17. Financial report: If tournament has a "stay and play" policy, report must include list of participating hotels and number of room nights.

10.1.18. Name of referee assignor

10.1.19. List of referees assigned to games

10.1.20. Copies of travel papers from out-of-state teams

10.1.21. Provide a report on any legitimate complaints received on the operations of the tournament.

10.1.22. Name, phone number and email address of person submitting the report

11. **Tournament Fines**

11.1. Any tournament that fails to adhere to the above policies shall be fined according to the fine structure below. The hosting organization is responsible for these fines. Fines are due and payable within 30 days of notice. Any organization which fails to meet its responsibilities in regard to these policies or fines shall be referred to the AYSA board, and may be placed in bad standing. The fine structure is as follows:

11.1.1. Tournament reports submitted after the 60 day deadline, the 61<sup>st</sup> day to the 90<sup>th</sup> day after the tournament ends..... \$250.00

11.1.2. Tournament reports submitted beginning with the 90<sup>th</sup> day after the tournament ends, an additional \$500.00.

11.1.3. Tournaments which fail to adhere to the Sanctioned Tournament policies may face the following additional sanctions:

11.1.3.1. Cash fine of \$100.00 per infraction, where the fine is not otherwise stipulated in these policies.

11.1.3.2. Limitation on the number of teams allowed in the tournament

11.1.3.3. Requirement of a cash bond of \$10.00 x the number of teams in prior year.

11.1.3.4. Any tournament which is fined \$500.00 or more shall be placed on probation for the following year.

12. **Appeal Rights**

12.1. The standard Appeal Rights found in the AYSA bylaws, where applicable, shall be used in regard to any appeal by any organization in regard to sanctions administered by the AYSA.