



Date: April 27, 2017

To: Maryland State Youth Soccer Association Affiliate Members

From: Greg Smith, Ph.D., MSYSA Executive Director

Subject: MSYSA Tournament and Games Policies – **Revised/updated April 27, 2017**

The Board of Directors of the Maryland State Youth Soccer Association (MSYSA) has adopted the following policies for tournaments and games hosted and played in Maryland. The Host organization of a tournament or games will be responsible for ensuring that these policies are made known to all participants through the tournament invitation, rules, and/or other documents.

- **US YOUTH SOCCER TRAVEL AND TOURNAMENT POLICY - TOURNAMENTS.** All organizations seeking to Host a youth soccer tournament must complete and submit for approval to MSYSA, an ***Application to Host Tournament or Games***, with all accompanying documents set forth in the US Youth Soccer ***Travel and Tournament Policy***. The ***Application to Host*** must be submitted within the time periods specified on the back of the ***Application*** form. (Note: the time period for submitting ***Applications*** for tournaments inviting foreign teams is considerably greater) All tournament Host organizations are responsible for reading and complying with all provisions set forth in the US Youth Soccer ***Travel and Tournament Policy*** which can be found on the US Youth Soccer website at: www.usyouthsoccer.org.
- **US YOUTH SOCCER TRAVEL AND TOURNAMENT POLICY – GAMES.** All clubs, teams or other MSYSA organizations which wish to host a series of games which do not constitute a “tournament” and **which involve teams from outside of Maryland**, must complete and submit for approval to MSYSA an ***Application to Host Tournament or Games*** with all accompanying documents set forth in the US Youth Soccer ***Travel and Tournament Policy***. All organizations hosting games subject to this provision are responsible for reading and complying with all provisions set forth in the US Youth Soccer ***Travel and Tournament Policy*** which can be found on the US Youth Soccer website at: www.usyouthsoccer.org.
- **IDENTIFICATION OF TEAMS ELIGIBLE FOR A TOURNAMENT.** Please pay attention to the classification of teams appearing on the reverse of the ***Application to Host***, under “Recommended Definition of Teams.” There are basically two categories of tournaments. The majority of tournaments are for “club” or “travel” teams and other tournaments are for “recreation” teams. The ***Application to Host*** requires that Host organizations identify on the form the types of teams eligible to participate in their event. Note that the Recommended Definitions does not include a “club” or “travel” team designation. The current most commonly used description is “**League Team.**” However, this definition applies only to teams participating in “regularly scheduled league play.” It would not include teams that are rostered through their State Associations but which do not participate in a league. Further, some states, such as

Connecticut, prohibit teams below a certain age from participating in league play, although they may be permitted to participate in tournament play. A tournament Host which desires to permit rostered teams which do not participate in a regular league to participate in their tournament, should also include "Other" (letter J in the Recommended Definitions) on the *Application to Host* and clearly specify the types of teams which may be accepted to play. Some tournaments permit both recreation and "travel" teams to enter and sometimes to play each other. Any Host organization desiring to accept both recreation and travel teams must clearly specify on an attachment to its *Application to Host* and in its Tournament Invitation Letter, specific details relating to the structure of tournament brackets or divisions and whether there will be any inter-play among recreation and travel teams.

- **TOURNAMENT CLASSIFICATION.** Host organizations are reminded that US Soccer permits tournaments to be classified as one of two types: **Restricted** – a tournament which only accepts teams from one USSF member organization, for example US Youth Soccer affiliated teams (this appears on the *Application to Host* as "State Associations/Affiliates." Or, **Un-restricted** - a tournament which accepts teams from any and all USSF member organizations (this appears on the *Application to Host* as "Other US Soccer Member Organizations") Please **be advised that if the tournament invites, or will accept, teams from foreign countries, including Canada and Mexico, the tournament will automatically be classified as an UN-RESTRICTED tournament and must accept teams from all US Soccer member organizations.** MSYSA encourages its members to restrict their tournaments to US Youth Soccer member teams.
- **SUBSTITUTION RULES FOR TOURNAMENTS WITH FOREIGN TEAMS.** As set forth on the reverse of the *Application to Host a Tournament or Games*, if any U-16 or older division includes more than one (1) foreign team, the Tournament Rules **MUST** specify that the FIFA limited substitution rules will apply (i.e., maximum of five (5) substitutions, no re-entry).
- **TOURNAMENT POLICY PERTAINING TO GUEST PLAYERS.** If the tournament Host permits teams to bring "guest players" (players not on the team's Official Roster but who are registered with a US Youth Soccer National State Association and possess a valid current year's USYS player pass) the policy relative to guest players must be clearly set forth in the Tournament Invitation Letter and the Tournament Rules. The policy must indicate the maximum number of guest players permitted, any provision which limits the number of guest players a individual team may have, such as a limit based upon the number of players on a team's Official Roster that will be playing in the event, and any other provision which limits what players may be used as guest players, such as a provision limiting guest players to only those players who are members of teams in the same club. All guest players must have a valid, current year's USYS player pass issued by their home National State Association. Guest players registered with a National State Association other than the National State Association of the team, on which they will be playing as a guest player, must have written approval from both their National State Association and the team's National State Association. The tournament Host organization must retain a copy of such approvals.
- **TOURNAMENT OR GAMES HOSTING AGREEMENT.** All Host organizations must include with their *Application to Host a Tournament or Games* the US Youth Soccer **Tournament or Games Hosting Agreement**, together with the supporting documents and information specified in said Agreement.

- **PERMISSION TO TRAVEL.** By agreement among all State Associations in Region 1 (except for New Jersey) Permission to Travel is no longer required for Region 1 teams participating in tournaments within Region 1. Accordingly, Maryland tournaments can no longer require Region 1 teams to have approved Permission to Travel forms. However, this Agreement does not apply to teams from other US Youth Soccer Regions and approved Permission to Travel forms are still required for teams from outside Region 1. For Region 1 teams, a **Notification of Travel** form has replaced the Permission to Travel form and teams are required to present, and tournaments to require, Notification of Travel forms from all Region 1 teams. The procedures for obtaining or providing the Notification of Travel form will vary from state association to state association, however, all Region 1 teams are required to obtain the form and present a copy to the tournament to show that they have provided the required notification to their home state association. Since New Jersey Youth Soccer is still requiring its teams to obtain Permission to Travel from NJYSA, New Jersey teams participating in Maryland tournaments will continue to present the approved Permission to Travel forms, instead of the new Notification of Travel form.
- **USE OF ONLY CERTIFIED USSF REFEREES.** In accordance with paragraph 7 of the US Youth Soccer Tournament Hosting Agreement and with USSF Rule 3033, the tournament will use only USSF certified referees for all tournament games, utilizing a one or three-man system. The tournament rules will reflect in which age groups a three referee system will be used. Where only two referees are present, the USSF mandated procedure will be utilized – one will act as referee and the other as an Assistant Referee (linesman.) A club linesman will be selected by the referee.
- **USE OF ONLY CERTIFIED REFEREE ASSIGNORS.** Only USSF Certified Referee Assignors may be used to assign referees for tournament play. The tournament must provide the name, address and phone number of the assignor or referee organization which will be used to assign referees for the tournament games. This information is provided on the Tournament or Games Hosting Agreement.
- **CERTIFICATION OF SUFFICIENT USSF CERTIFIED REFEREES.** *A requirement for all tournaments is that there are sufficient USSD Certified Referees to cover all tournament matches. MSYSA will forward the information pertaining to the Referee Assignor to the State Youth Referee Administrator (SYRA) for an assessment as to whether there are sufficient referees to cover all tournament and other matches in Maryland on the dates of the proposed tournament. Based upon the SYRA's assessment, the SYRA will forward a letter to MSYSA either certifying that there are sufficient referees for all tournament matches or stating the maximum number of matches which can be properly covered. A copy of the SYRA's certification will be forwarded to the Tournament Host.*
- **TOURNAMENT REQUIREMENTS RELATIVE TO LODGING.** A Host organization may require out-of-town teams to stay at specified hotels or to choose from a list of approved properties as a condition of acceptance to the tournament. If the Host organization has any such requirement pertaining to where out-of-town teams must stay, the requirements must be clearly stated in the Tournament Invitation Letter, together with the guaranteed room rates being charged by the designated properties.

- **TOURNAMENT RULES.** All tournament Host organizations must have a formal printed set of Rules and Procedures which must be available to teams applying for the tournament. Such availability may be on the tournament Host’s website, provided notice of where the Rules may be found are included in the Tournament Invitation Letter. In addition, a printed copy of the Tournament Rules must be provided to all teams accepted to the tournament no later than at check-in prior to commencement of the tournament. Such written set of the Tournament Rules may be included in the Tournament Program, provided all teams are given at least one copy of said Program. A copy of the Tournament Rules must be provided to MSYSA with the *Application to Host a Tournament or Games*. The Tournament Rules must contain the items set forth in Item 12 of the **Tournament or Games Hosting Agreement**, as well as the MSYSA policy pertaining to Accumulated Yellow Cards and the policy for use of playing fields and/or facilities.
- **7-v-7 PLAY FOR U-9/10 AGE GROUPS.** Tournament games for U-10 and younger age groups will be played 7-v-7, or less, in accordance with the US Soccer policy for small-sided games for younger players.
- **9-v-9 PLAY FOR U-11/12 AGE GROUPS.** Tournament games for U-11 and U-12 age groups will be played 9-v-9, or less, in accordance with the US Soccer policy for small-sided games for younger players.

Please ensure your tournament rules reflect the US Soccer Small-Sided Policy.

- **ACCUMULATED YELLOW CARD POLICY.** Any player who accumulates two yellow cards during the tournament must sit out the very next game that his/her team is to play in the tournament. For example, if a player receives a yellow card in game #1 and then another card in game #3, the player will have to “sit out” game #4, regardless of whether game #4 is a semi-final or Final. This policy is in addition to the existing rule that states that a player who receives two yellow cards (resulting in a “red card” being given) during any one game must “sit out” the very next game. This rule must be clearly set forth in the Tournament Rules.
- **REFUND POLICY.** While there are no rules or regulations requiring a tournament Host organization to provide refunds should the tournament or games in a tournament be cancelled for any reasons, all Host organizations are required to establish and include in its Tournament Invitation Letter, a policy with respect to whether or not refunds will be given and the basis thereof, should games be cancelled or the tournament curtailed because of adverse weather conditions or any other factor.
- **POLICY FOR USE OF FIELDS AND/OR OTHER FACILITIES.** The tournament will comply fully with all regulations, either general or specific governing use and care of fields and facilities used for tournament play. A tournament host organization which continues play in violation of the policies and rules governing use of the fields/facilities used for tournament play will be solely responsible for the costs associated with any damage that may result from such use. Approval of the tournament in future years will be subject to the tournament host organization having satisfied all costs imposed by the entity having authority over the fields/facilities to which damage occurred. The tournament Host will inform all teams through the tournament Acceptance Letter and other information distributed at tournament check-in of the applicable policies relative to field use and that any team disregarding a decision by the referees and/or

the tournament committee to either suspend or cancel tournament play will be disqualified from the remainder of the tournament. A written complaint will be filed by the tournament Host with MSYSA and the home National State Association of any team violating the policy pertaining to use of fields. The organization supplying the referees for the tournament will be informed that they must follow the field use regulations and be provided with copies of those regulations by the tournament Host.

- **NOTIFICATION TO ACCEPTED TEAMS.** According to the US Youth Soccer *Travel and Tournament Policy*, acceptance letters to accepted teams must be sent at least thirty (30) days prior to the event. The Acceptance Letter must include the following: Copy of Approved *Application to Host* (needed for teams to obtain Permission to Travel); Copy of Tournament Rules, or if Rules are posted on Tournament website, a statement as to where Rules may be found; Statement as to whether Medical Releases must be notarized (notarization is not required by MSYSA); Information pertaining to lodging accommodations; Patch or pin exchange policy, if any; Any requirement as to specific credentials for team officials; Reminder of MSYSA “yellow card” policy; and, The policy pertaining to use of fields and/or other facilities.
- **POST TOURNAMENT REPORT.** No later than thirty (30) days following completion of the tournament or games, a **Post Tournament or Games Report** must be filed with MSYSA. The Report shall include the information set forth in Item 14, of the **Tournament or Games Hosting Agreement**. Failure to submit the required Post Tournament Report, together with the applicable fees, shall preclude the Host organization from receiving approval from MSYSA for any subsequent tournament or games until the report is filed. **If the tournament is cancelled**, the post tournament report is still due and must include the reason for cancellation. The Post Tournament Report is to be mailed to: MSYSA/Tournament Administrator, 221 5th Ave. SE, Glen Burnie, MD 21061. Any questions pertaining to the Post Tournament Report or the applicable sanction fee, should be directed to the MSYSA office, 410-768-5401.
- **TOURNAMENT SANCTION FEE.** MSYSA has established a tournament sanction fee to be paid by the tournament Host organization. For tournaments which include “travel” teams, the fee is based upon the number of teams participating in the tournament. The current fee is **\$5.00** per each team which participated in the tournament, regardless of the club affiliation of such teams. There is no maximum fee. For tournaments which are restricted exclusively to “recreation” teams, the fee is \$75.00. The Host organization is required to make payment within thirty (30) days following the conclusion of the tournament. **If the tournament is cancelled**, a \$35.00 administrative fee is due along with the Post Tournament Report. Checks are to be made payable to “MSYSA.”
- ❖ **SPECIAL ROSTER RULES PERTAINING TO AUGUST TOURNAMENTS.** Tournaments which will take place in the month of August have the option of authorizing participating teams to use their team roster for the current seasonal year, the next seasonal year, or either seasonal year. The Host organization shall specify in its Tournament Invitation Letter the roster options available to teams participating in the tournament.

Once the *Application to Host* is approved by MSYSA and returned to the event Host and the Host organization has printed its Tournament Invitation Letter, the Host organization is required to send a copy of the approved *Application to Host* and the Tournament Invitation Letter to each US Youth Soccer National State Association and all International Associations, whose teams are invited to participate in

the subject tournament or games. If not included with its *Application to Host* submitted to MSYSA, the Host organization must forward a copy of its Tournament Invitation Letter to MSYSA when it is available for distribution to potential tournament applicants.

Should the Host organization make any changes or modifications to the event format or which pertain to any of the information required to be included in the *Application to Host Tournament or Games*, (such as age groups, types of teams, guest player policy, etc.) such changes must be submitted to MSYSA on a separate *Application to Host* form clearly identified as **Amended**. In addition, the Amended *Application to Host* must be accompanied by a letter clearly identifying the changes being made. Once approved by MSYSA, a copy of the Amended *Application to Host* and the letter identifying the changes being made must be sent to all National State Associations and International Associations whose teams are invited to participate, to all teams accepted for the tournament and to all teams that submitted Entry Applications but whose Applications are still awaiting a decision by the Host organization.



AGREEMENT TO MSYSA TOURNAMENT AND GAME POLICIES

I fully understand and agree to comply with all the above provisions as they pertain to the

_____ Soccer Tournament to be held on

_____, 20__ in _____, MD.

Signed,

_____, President of the Hosting Organization

_____, Tournament Director

_____, 20__

This form must be signed by the President and Tournament Director of the Host Organization and submitted to MSYSA along with the Application to Host a Tournament or Games. The Tournament or Games Hosting Agreement, and all other documents and information required by said forms and set forth herein. All required documents are to be sent to:

MSYSA, 221 5th Ave. SE, Glen Burnie, MD 21061 Attn: Tournament Administrator