



## **Missouri Youth Soccer Association Policy on Tournament Sanctioning**

Updated May 2022

A member organization that hosts a tournament without having approval, or not otherwise complying with the requirements of this document, is subject to penalties by Missouri Youth Soccer and US Youth Soccer, including monetary penalties, denial of permission to host in the future, revocation of any approval given to host a tournament or games that have not yet occurred, and suspension and termination of membership of the parties responsible.

### **Responsibilities of Hosting Organizations**

An organization that is hosting a tournament:

1. May authorize the teams playing in the event to use its team roster for that seasonal year, the next seasonal year, or either seasonal year, if the team's club/league does not prohibit the use of the team's roster for the seasonal year that the hosting organization authorized for use during the event; and
2. Shall specify in its invitation and playing rules to the teams which seasonal year roster(s) may be used to participate in the event.
3. Must use current USSF approved referees and a Referee Assignor that is currently registered and approved in Missouri. All referees over the age of 18 must be SAFESPORT certified and pass a background check via their State Referee Association or USSF. A Referee Assignor must be always present at every facility in use by a tournament during game play.
4. Certified Athletic Trainers must be present at every facility being used by a tournament during game play and in such quantities that all fields are in direct line of sight up to a maximum of four field per Athletic Trainer. More staffing may be needed if the layout of the facility is such that line of sight is not possible for all four fields.
5. Use of Field Marshals are required in such quantities that line of sight is maintained up to a maximum of four fields. Communication devices such as two-way radios are required for quick communication between the field marshals and tournament staff, athletic trainers & referee assignors. Field Marshals must be at least 18 years of age and be aware of the tournaments Emergency Action Plan. A Security Policy should be in place to protect tournament staff, game officials, and players at all times.

### **A hosting organization is prohibited from -**

1. Requiring a team to use only accommodations approved or provided by the hosting organization or other organization; unless disclosure is made on the event application and clearly in its registration process.
2. Advertising by ANY means the event it is hosting until it has received all approvals required by this policy; unless it is a historical tournament as designated by Missouri Youth Soccer Association.
3. Modifying or marking in any way original rosters or member passes or registering any player, coach, or team official. The one exception shall be for the tournament to place stickers on the back of player cards in order to identify that they have been checked-in.

### **TOURNAMENTS**

1. US Youth Soccer section 304. Hosting only United States Teams - This section of the US Youth Soccer Tournament and Travel policy applies when hosting ONLY United States teams for tournaments or games.
2. US Youth Soccer Section 305. - Hosting Foreign Teams (Teams from outside the United States) - This section of the US Youth Soccer Tournament and Travel Policy applies 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.
4. US Soccer Policy 601-7 Competition Participation - Section 2. (A) Tournament hosted by Organization members of their members shall fall within one of the following two classes: (1) Unrestricted Tournament (OPEN): A tournament that is open to all Federation affiliated participants. Any tournament that allows international participants must be an Unrestricted Tournament. (2) Restricted Tournament (CLOSED): A tournament that is open only to members of a single Organization Member or a subset thereof.

### ***Service Price***

A deposit is required to receive your sanctioning, the deposit amount is \$400 due at the time of request for sanctioning. No tournament will be sanctioned until this deposit is received. The sanctioning fee of hosting a tournament is five (5) dollars per team entered in the tournament. There is NO CHARGE or FEE if hosting a Restricted (CLOSED) tournament that is only for USYS member teams. The deposit must be sent in when submitting the tournament application regardless of OPEN or CLOSED status or the tournament will not be approved, this deposit will be refunded in full when all post tournament reporting has been submitted accurately and on time. The deposit is also refundable if the tournament is cancelled in its entirety prior to being played provided that all registrations are returned to the teams. The remaining fee for Unrestricted (OPEN) tournaments is the variance between the first payment and the dollar amount equal to five (5) dollars per team entered in the tournament.

For example: Deposit - \$400.00. 100 teams accepted in the OPEN tournament x \$5.00 = \$500.00. The second payment would be \$100.00 and must be sent to the MYSA office along with the post-tournament report. Failure to send the second payment will result in a delay in approving future tournaments for that Hosting Organization.

If the host tournament refund policy is not 100% refundable and the tournament is cancelled in whole or part, the second payment must still be submitted with the post-tournament report.

When a host organization hires a management company or individual to manage or administer their tournament, that management company or individual will pay a minimum fee of \$50.00 (fifty dollars) per team as a host fee to the **member club or affiliated member organization that contracts for the service**. The management company must also provide a copy of their current Missouri Business License. A management company or individual is considered anyone not directly employed by the host organization or that operates under another FEIN number. The standard fees as above still apply for any money due to Missouri Youth Soccer for an OPEN tournament.

### ***Tournament Game Cards***

Missouri Youth Soccer requires the use of games cards for all tournaments. These should be kept for a period of one (1) year with the hosting organization. The important information needed on the tournament game cards must include: Team Names, Coach/Manager Names, List of players with jersey & ID Numbers, Age Division, Field Number, Game Time, Date, Center Referee, AR1, AR2, 4th Official (if applicable).

Should any participant, coach or observer be dismissed for Violent Conduct or Abusive Language a copy of the game report with a USSF Supplemental Report from the game official is required to be turned in to Missouri Youth Soccer within 2 days of the conclusion of the event.

### ***Procedures for Tournament Applications / Invitations***

When a team goes to apply to a tournament, they must have access to the following information on the Hosting Organization's website or within the registration packet provided:

- 1) A digital or hard copy of the approved on-line Application to Host a Tournament or Games (commonly referred to as the 'Sanctioning Form')
- 2) A copy of the rules and regulations governing the tournament of games.
- 3) A statement that all teams MUST have current member passes of US Youth Soccer or other approved organization of which the team is a member and be in good standing with that organization. Any USYS team from outside Missouri must provide a permission to travel form from their home association.
- 4) Refund Policy placed clearly in rules and on a) tournament website or b) within registration software.
- 5) A statement that US Soccer rules, regarding the use of US Soccer registered referees ONLY.
- 6) Any tournament requirements/qualifications for participation.
- 7) The name of the Tournament Director, e-mail and phone number(s).
- 8) If accommodations, transportation or meals being provided, a description of what expenses for which the visiting teams are responsible (i.e. entry fees, referee fees, meals, lodging, transportation, etc.)
- 9) If foreign teams are to be invited, please review the US Soccer Travel and Tournament Manual.
- 10) The dates, times, and places of any coaches meetings and check-in.

### ***Tournament of Fifty (50) Teams or More***

There will be no more than one (1) competitive tournament in the District with fifty (50) teams or more on the same date or dates without prior permissions of Missouri Youth Soccer and the Missouri Registered Referee Assignor. Pre-existing/Historical tournaments will be given priority over applications for new tournaments.

### ***Tournament Deadlines / Restrictions***

TOURNAMENT APPLICATIONS FOR NEXT CALENDAR YEAR MUST SUBMITTED BY OCTOBER 30TH OF THE CURRENT CALENDAR YEAR TO BE GIVEN PREFERENCE OVER APPLICATIONS SUBMITTED AFTER OCTOBER 30TH. So, for example, if your organization will be hosting a tournament in May of 2016, you will need to submit your tournament application by October 30, 2015 to ensure your tournament's 'Historical Tournament' status.

Tournament submitted after the October 30th deadline will still be considered. However, approval of those applications (and any other new tournament applications) will be at the discretion of Missouri Youth Soccer and the District Commissioner. **The number of teams that can be accepted into your tournament must be agreed to in writing by your Referee Assignor** assuring that referees are available in ample supply and correct quality for the tournament, a tournament cannot exceed this number without prior written approval of the Assignor. **A copy of the signed document must be submitted with your sanctioning request.**

Historical Tournaments are those tournaments that have consecutive years of sanctioned play on comparable dates or holidays with each additional year of play given additional weight. A Historical Tournament retains precedence for their particular weekend over other tournaments within their district. There can be no more than one (1) Historical Tournament in a district any weekend. If a historical tournament cancels for more than 2 consecutive years for non-weather-related issues such as low registration, then the date may be considered available to other members at the discretion of Missouri Youth Soccer.

### **Tournament Agreement to Policies & Guidelines**

By receiving sanctioning from Missouri Youth Soccer Association, your member organization agrees to abide by all Missouri Youth Soccer Policies & Guidelines which include, but are not limited to, the following areas:

- 1) USSF Safe Soccer Framework - Safe Sport compliance and reporting requirements: <https://tinyurl.com/3n6jptjk>
- 2) Safe Sport MAAPP - Proactive Prevention & Training Policies: <https://tinyurl.com/2p9cykfv>
- 3) USSF "Recognize To Recover" Guidelines for player safety: <http://www.recognizetorecover.org/>
- 4) Guidelines for Portable Soccer Goal Safety: <https://www.cpsc.gov/PageFiles/122392/soccer.pdf>
- 5) USYS Code of Conduct: <http://missourisoccer.org/wp-content/uploads/2017/01/USYS-Code-of-Conduct-2017.pdf>
- 6) Member association must be able to present upon request an Emergency Action Plan and Emergency Contact List for all facilities used.

### ***Post-Tournament Report***

The post-tournament report must be sent by the hosting organization to Missouri Youth Soccer within thirty (30) days after the conclusion of the tournament. If the Post Tournament report is not received within thirty (30) days of completion of the tournament, a \$250.00 late fee fine will be assessed. If the post tournament report and late fee fine of \$250 is not received within sixty (60) days completion of the tournament, an additional \$250 late fee fine will be imposed and all pending tournaments sanctioned by the club for the remainder of the year will be revoked and no additional sanctioning will be granted for the next calendar year. If the post-tournament report is more than ninety (90) days late and the late fee fine is sixty (60) days late, the tournament will lose its status as a Historical Tournament. A post-tournament report must be submitted even if the tournament is cancelled.

Any incident of referee assault or abuse by a player, coach, manager, club official, or game official, or other incidents of a serious nature, must be reported to the alleged offender's club or league and home State Association, Affiliate, or other Organization Member immediately, but in no event later than 48 hours after an incident or referee assault of abuse.

### ***Missouri Youth Soccer Obligations***

- 1) Missouri Youth Soccer Directors, Employees or Personnel may spot check at check-in and game sites.
- 2) Publish a list of the sanctioned tournaments in Missouri. This list will be available on the Missouri Youth Soccer website. Other marketing opportunities may be available.
- 3) Historical Tournaments are those tournaments that have at least five (5) consecutive years of sanctioned play on comparable dates with each additional year of play given additional weight.
- 4) All Missouri Youth Soccer member organizations, its registered players, coaches, administrators, and trainers expect that our sanctioned tournaments provide a safe venue for youth to play soccer. The ability to play in an environment, which provides fair play, consistent rules, and an adequate number of officials, is key to our growth & success. Failure to secure sanctioning of the event also prevents Missouri Youth Soccer from providing oversight of the event and does not ensure that the event is properly run with adequate insurance, consistent rules, and referees.
- 5) Missouri Youth Soccer member organizations found in violation of this policy will be asked to withdraw from said activity immediately if discovered prior to the event, and if discovered after the fact, said Missouri Youth Soccer member organization could be suspended from Missouri Youth Soccer for a period of up to one year after a formal investigation on the matter.

### ***Non-USYS Team Admission to Tournaments***

In addition to the regular requirements for permission to host a tournament, tournaments wanting to admit USSF teams who are not entering under affiliation with MISSOURI YOUTH SOCCER or another US YOUTH SOCCER national state association may do so. MISSOURI YOUTH SOCCER will provide liability coverage to the tournament as long as the following are done, prior to the beginning of the tournament:

- 1) Proof of insurance by an authority figure from their member organization comparable to what is provided by MISSOURI YOUTH SOCCER.
- 2) Proof that each player, participating in the tournament, is registered and in good standing and has permission to travel and participate in MISSOURI YOUTH SOCCER sanctioned tournaments.
- 3) For Bench Personnel (Coaches, Team Managers and Trainers) ALL BENCH PERSONNEL must have a valid card proving registration (which includes a Background Check meeting the standards of MYSA and proof of SAFESPORT TRAINING). Currently the following organizations meet these standards and the coach having a current registration ID is sufficient: All USYS State Associations, US Club, and teams carded directly with USSF. ALL OTHER Sanctioning organizations must get written approval on a case-by-case, team-by-team, basis from MYSA PRIOR TO ACCEPTANCE into any tournament.**
- 4) All teams must be in possession of Medical Release Forms for all players. (Do NOT need to be notarized)
- 5) Verified & valid player & coach passes with pictures and date of birth for the player.
- 6) Valid team roster submitted at registration that does not change during the tournament. The number of players on the roster cannot be more than allowed by MISSOURI YOUTH SOCCER.
- 7) If guest players are used, the team may use the MISSOURI YOUTH SOCCER guest player roster and have it validated by their registrar.
- 8) Since no history exists on the insurance claims and liabilities of these other sanctioning groups, in order to insure the tournament, no more than 40% of the teams, at this time, can come from non-US Youth Soccer state association affiliate teams.**
- 9) A full list of non-USYS teams must be submitted with the post tournament report**
- 10) The tournament must certify that the above were done, and in the case of a liability claim, must prove the above.

Failure for the tournament to follow this policy is a violation of the contract of the Permission of Host form and will result in a denial of insurance claims and liability to have future tournament sanctioned.