



American Youth Soccer Organization

# Tournament Handbook

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## Tournament and National Games Handbook

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## I. INTRODUCTION

### A. OVERVIEW OF AYSO TOURNAMENTS

Participating in a successful tournament should be the source of good memories and lasting friendships for both the hosts and guests. Innumerable hours of hard work and preparation by a staff of dedicated volunteers are necessary to have a successful tournament experience.

Holding a tournament can and should be beneficial to the AYSO group hosting it. There are a variety of reasons to host one. Most significantly, a tournament provides a valuable opportunity for players to play the game of soccer beyond the regular (league) season. This opportunity is good for the kids and good for the game. Other reasons to host tournaments include regional, area or section development through publicity; player and volunteer camaraderie; the opportunity to provide an enjoyable time for players, coaches and referees; and secondarily, as a fundraising event.

Hosting a tournament should also be looked at as a business venture entered into by the region, area or section. While most tournaments hope to generate revenue, a region's or area's reputation is at stake and there is also the risk of economic loss. Being entrusted with fees by teams to provide a service (a tournament) implies an obligation on the part of the hosts to deliver that service.

***Tournament oversight by the hosting Regional Commissioner and Area Director is imperative. Section Directors are asked to remind the Area Directors and Regional Commissioners that their vigilance is necessary when a tournament is held in their areas/regions.***

### B. PURPOSE OF THIS HANDBOOK

This tournament handbook offers a step-by-step look at organizing a tournament from start to finish. It begins by asking if a tournament *should* be held, then continues through the organizational process and ends with an evaluation of the event.

All tournaments sponsored by an AYSO program or with which the AYSO name is associated must comply with the letter and spirit of the contents of the AYSO Tournament and National Games Handbook. *National Policy Statement 2.8(a)*.

### C. NATIONAL POLICY STATEMENTS RELATING TO TOURNAMENTS

- 2.1 Participation in Non-AYSO Tournaments and Games.** A regional commissioner may sanction participation of his region or teams from his region in a non-AYSO tournament, game, parade or other event with the prior approval of the area director, but such regional commissioner is responsible for advising participants of the applicable rules relating to Soccer Accident Insurance (SAI) and liability insurance coverage and their limitations.

**2.2 Participation in Secondary Programs.** The definition of “secondary programs” is any program other than the regular season program (whether in single or split format), and any associated playoffs.

While the format of the secondary program may differ from the regular season program, it must comply with the spirit and philosophy of AYSO and use the AYSO National Rules and Regulations applicable to the regular season programs to the maximum extent possible. Secondary programs must be self-supporting and shall be maintained from funds collected by the region from such programs.

While participation by Division U-10 teams in structured tournaments is not recommended, authorization may be granted. Tournaments desiring to include U-10 teams must follow the AYSO Short-Sided U-10 Guidelines for play in this division. ***The field and goal size should conform to the guidelines in the U-10 coaching book whenever possible.***

Participation in organized tournaments for U-8 and under is not appropriate and will not be approved by AYSO. *See page 6 – U-8 participation*

AYSO player participation in secondary programs (a) shall require, absent special circumstances, prior registration and participation in the current or just-concluded regular season program (be it fall, winter or spring). A good rule of thumb for participation would be half of the regular season program.

Special circumstances would include, but are not limited to, an illness; a soccer-related injury; change of address; parental custodial rights; conflict with secondary or high school rules of state which prevent the registered player from completing the regular season program; guest players; and/or players enrolled in any special or pilot program that has been approved by the board of directors.

If such a situation arises within a region, the regional commissioner must request, in writing, approval from the area director and/or section director prior to adding the child to a secondary season roster.

In special cases where all efforts have been exhausted to obtain a replacement player within the region or a neighboring region, the area director *and* section director may approve an outside player to participate. Said approval shall be sought in writing and shall state the name(s) of the tournament(s) the outside player(s) will be permitted to participate in. No outside player shall be permitted to participate without first registering with the National Support and Training Center.

In open invitationals, non-AYSO teams must comply with the spirit of AYSO, whether co-sponsored or otherwise, and the rules of player eligibility, team formation, and roster numbers must be followed.

Nothing in this policy statement is meant to suggest that a region, area or section is required to run a secondary program.

**2.4 Application of “Everyone Plays” Rule to AYSO Teams Playing Non-AYSO Teams.** The AYSO “Everyone Plays” rule, requiring each player to play at least one-half of every game, as well as the number of players on a team rule, shall apply to AYSO teams (whether regular season teams or teams specially constituted for such events), participating in non-AYSO tournaments or games within or without the U.S.A., regardless of whether the other team, the referee, or the sponsors of the tournament or game apply or follow such rule.

## **2.8 Tournaments.**

- (a) All tournaments sponsored by an AYSO program or with which the AYSO name is associated must comply with the letter and spirit of the AYSO tournament guidelines.
- (b) All tournaments (excluding regular season and all star playoffs), which involve teams from more than one region within the area, must have the prior written approval of the area director; all tournaments which involve teams from more than one area within the section, must have prior written approval of the hosting area director and section director; and all tournaments which involve teams from more than one section or any non-AYSO teams must have prior written approval of the hosting area director, section director, and the National Director of Tournaments.
- (c) The Referee Plan of the tournament may require teams to pre-pay a refundable “referee deposit” (as a guarantee that the team will furnish referees for the event), in addition to the entry or participation fee of the event, as long as the following conditions are met:
  - (i) The referee deposit shall be in a reasonable amount approved by the section director, and must be paid with a Regional check.
  - (ii) In all cases where the referee completes the assigned games, the referee deposit is refunded to the region that prepaid the fee immediately at the conclusion of the event, or by mail no later than fourteen (14) days following the event.
  - (iii) In cases where the referee fails to complete his or her assigned games, the referee deposit may be retained to pay expenses of the tournament, or applied to the use to which the tournament proceeds were specified in the event announcement.

- (d) If a tournament does not comply with Paragraph (a) above, or if applicable, Paragraph (b), the AYSO National Board reserves the right to:
  - (i) suspend the tournament;
  - (ii) discipline individuals administering or organizing such tournament;
  - (iii) deny liability insurance coverage for such tournament or SAI coverage for participants in such tournament; or
  - (iv) revoke or suspend the charter of the region or regions hosting such tournament.

**3.8 Cultural Exchange Programs.** Many regions have participated in cultural exchange programs, nationally and internationally, as hosts as well as visitors. Such programs have been highly successful and rewarding to those participating and should be encouraged. However, because participating in such programs is necessarily limited to a small number of participants from the region, no general regional funds may be used to subsidize a cultural exchange program. This, of course, does not prevent special fund-raising to finance such programs in whole or in part.

## **D. AYSO TOURNAMENT VOCABULARY AND DEFINITIONS**

It is important to have a clear understanding of the various terms AYSO uses in conjunction with tournaments.

**Authorization:** Permission to host a tournament or soccerfest. Prior written approval gives the hosting region, area, or section permission to use the AYSO name for publicity, sponsor support and other support from the organization. It ensures AYSO insurance for fields and Soccer Accident Insurance (SAI) for players and volunteers.

**All-Star Programs:** An “all-star” program is any program which is an extension of the regular (league) season program and which selects players for participation based primarily on their ability. *National Policy Statement 2.7.*

**All-Stars:** All-stars are players selected to play on an AYSO All-star team for the purpose of participating in the All-star program.

**Area Tournament:** Open to AYSO teams within a specific AYSO area. The area director is responsible for authorization.

**AYSO Invitational:** Open to AYSO teams only. Must be approved by the appropriate level(s) of authorization.

**AYSO Open Invitational:** Open to AYSO teams consisting of players that are currently registered in the national office and non-AYSO teams. The entry of even one non-AYSO team in any of the above-named tournaments makes that tournament an Open Invitational.

**AYSO National Director of Tournaments:** Special Executive Member who is a volunteer selected by the National Board of Directors to oversee the approval of tournaments and to chair the National Tournament commission.

**Cultural Exchange:** AYSO players travel to a host country or city, or host a visiting team, for the dual purpose of playing soccer and learning about different cultures and geographic areas and making friends through the universal language of soccer.

**Friendship Games:** An event recommended to be played short-sided in which no scores or standings are kept. All teams must play an equal number of games and, if participation mementos are given, all players are to receive the same keepsake.

**Guest Player:** A player on an AYSO tournament team who comes from a different AYSO team or AYSO region than the one entering the team. A signed letter of approval to participate from the player's regional commissioner (home region), must accompany the roster stating which tournament(s) the guest player may participate in. A good rule of thumb is to limit guests players to three (3) on a roster unless extenuating circumstances are outlined and the necessary approval is granted. Each tournament has the authority to further limit or prohibit these types of players.

**International Teams:** A team that is composed of players who reside outside of the United States and enter a tournament or other non-league AYSO competition.

**Non-AYSO Tournament:** A tournament hosted by a group that is not affiliated with or registered in AYSO.

**Outside Player:** Any player who is not currently registered in AYSO or is not participating in the current or just-concluded regular season program and, who under special circumstances when all efforts to obtain a player within the region or neighboring region have been exhausted, is invited to participate in an AYSO secondary program tournament. Prior to any participation in AYSO activities, outside players must have the written approval of the regional commissioner, area and section directors, and must be registered with the National Support and Training Center. A maximum of three (3) outsider players are permitted on a team roster. Each tournament has the authority to further limit or prohibit these type of players.

**Secondary Programs:** Any program other than the regular season program (whether in single or split form) and any associated playoffs. *National Policy Statement 2.2.*

**Section Tournament:** Open to AYSO teams from within a specific section. Hosting area director and section director must authorize.

**Select Programs:** Select programs are usually run at the region or area level. Players chosen to participate in tournaments are selected based on skill and attitude.

**Soccerfest:** An event in which registered players (either affiliated with a team or as individuals) are **randomly** distributed onto teams for the express purpose of playing for fun and camaraderie. Coed and cross-age teams may be made. If participation mementos are given, all players are to receive the same keepsake.

**Tournament:** Any organized special event that brings together teams of soccer players for the purpose of competing in soccer games, whether for sportsmanship, a championship, or other competitive recognition, with or without awards or other recognition, in an environment that is good for the players and good for the game.

**Tournament Handbook:** A document containing AYSO's step-by-step plan for organizing a tournament and related AYSO national policy statements, forms and samples of tournament documents.

**Tournament Scope:** Types of AYSO tournaments are defined and limited by who is able to participate. Tournament scope also indicates the necessary authorizing level.

**U8 and Under Soccerfests:** U8 and under are not encouraged to participate in any tournament activity. Subject to the philosophy of section, U8 may participate in soccerfests or friendship games with the written approval of the area and section directors and subject to close monitoring and evaluation by the area and/or section director(s) to ensure that a healthy, positive, and fun environment is maintained for these youngsters.

Nothing in these guidelines is to be interpreted as endorsing the participation of U8 and under players in multiple post season events. Rather, participation by U8 and under players should be on a limited basis and/or in connection with an area, section or state event.

## **II. FEASIBILITY**

### **A. DETERMINE WHETHER OR NOT TO HOST A TOURNAMENT**

The first responsibility of the executive member in charge is to appoint a committee to determine the feasibility of hosting a tournament. The committee should consist of no more than three or four people with good organizational and advisory qualities. Committee members should be chosen with the thought that they may be part of the tournament committee if the decision is made to host a tournament. One member should be appointed to chair the committee.

The committee should meet to study the following:

- 1. Hosting a tournament/soccerfest:** How many people in the region really want this to happen? Poll coaches, referees and volunteers. Do the volunteers want the tournament to include the region, area, section, or national invitations?
- 2. Reason for hosting a tournament:** Will the tournament be held for participation or increased player development of the region, area, or section and for fundraising opportunities? All are worthwhile reasons, but the choice will determine various aspects of the tournament.
- 3. Dates for the tournament:** Tournament date(s) should be selected carefully. Make a couple of choices of dates based upon what appears to be best for the community, the staff, and the schedules of the local players. The date(s) should not conflict with the league season, other local tournaments in the area or section, religious holidays, special local events, section meetings, the National Games or other special national events. Alternate dates should also be investigated in the event of extreme weather or other unforeseen postponements. Cancelled tournaments must issue full refunds to entry teams.
- 4. Availability of a playing site:** A determination should be made if field space is available on the desired dates. Try to get the field use donated. If there is a cost, this will have to be budgeted. Determine the availability of alternate fields.
- 5. Format of tournament:** Determine whether the tournament will include regular season teams only, all-star teams only, select teams only, a combination of teams and/or inclusion of non-AYSO teams or international teams (see #9). Decide if a soccerfest will be included. Determine which age divisions and genders will participate in the tournament. It is strongly recommended that all tournaments adopt a format that is consistent with the AYSO National Coaching Program.
- 6. Player eligibility:** Once the scope of the tournament has been determined, a decision on player eligibility and date of age determination should be made. Individual teams are to represent one affiliation, i.e., players are all registered with AYSO, USYS, etc. (This does not preclude players from being registered in more than one organization; they just may not represent each on different teams in the same tournament.) If the tournament is an AYSO invitational or AYSO open invitational, the age determination date is July 31. The year (either preceding or year the tournament is held), is determined by the tournament staff.

AYSO player participation in secondary programs (a) shall require, absent special circumstances, prior registration and participation in the current or just-concluded regular season program (be it fall, winter or spring). A good rule of thumb for participation would be half of the regular season program.

Special circumstances would include, but are not limited to: an illness; a soccer-related injury; change of address; parental custodial rights; conflict with secondary or high school rules of state which prevent the registered player from completing the regular season program; guest players; and/or players enrolled in any special or pilot program that has been approved by the board of directors.

If such a situation arises within a region, the regional commissioner must request, in writing, approval from the area director and/or section director prior to adding the child to a secondary season roster.

In special cases where all efforts have been exhausted to obtain a substitute player within the region or neighboring region, the area director *and* section director may approve up to three (3) outside players to participate. Said approval shall be sought in writing and shall state the name(s) of the tournament(s) the outside player(s) will participate in. No outside player shall be permitted to participate without first registering with the National Support and Training Center. *National Policy Statement 2.2.*

- 7. Size of Tournament:** How many teams will participate? Be sure to pick a number of teams your volunteer base can support including full referee and field needs. A small tournament as a starter will help ensure success. Conversely, a tournament that is too large for the volunteer base will most likely become an unpleasant experience for all involved. A large tournament staffed with a sufficient number of qualified volunteers will be more visible and adequately run, will be more enjoyable, will undoubtedly raise more funds, and will ensure that everyone will be looking forward to the tournament next year.
- 8. Name of Tournament:** Choose the tournament name carefully. It is strongly recommended that the name AYSO be used somewhere in the tournament name. Creative names might reflect location, a unique feature of the area, etc. Because of tax implications, it is not recommended that sponsors be given title sponsorship. One of AYSO's official logos should be incorporated in the design of the tournament.
- 9. International Team Eligibility:** The inclusion of international teams in an AYSO tournament occurs in the National Games or in tournaments that have a desire to include, or a request to be included, from a soccer team from another country to participate in an AYSO or joint sponsored event. Approximately a four to six month approval and advertising timeline is needed in order to meet US Soccer and FIFA requirements. No international team participation may occur without this approval.

Documentation must be submitted to US Soccer for approval no later than ninety (**90**) days in advance of the proposed date(s) of the tournament/games that are requesting permission to host. The following documentation is required to be provided by the host tournament (via the National Support & Training Center) to US Soccer:

1. A completed *Application to Host a Tournament or Games Involving Foreign Teams* (must be the original – no faxes), must be completed. Incomplete applications will be returned.
2. A completed *Tournament Hosting Agreement*, if requesting to host a tournament, with appropriate supporting data, signed by the president or chief executive officer of the host organization(s), and by the tournament director.
3. A copy of the Rules for the Tournament or Games (NOTE: In any U16 or older division which will include more than one foreign team, the rules of the tournament or games MUST specify FIFA limited substitution rules.)

4. Applicable fees (\$50) made payable to **US Soccer** (90 or more days in advance).
5. The *Ted Stevens Olympic and Amateur Sports Act* signed compliance.

After US Soccer ensures that the team or organization is in good standing, they will then submit to FIFA (Federation Internationale de Football Association), a request for approval. Upon approval, US Soccer will return the approved application to the tournament director, (and other organizers in joint sponsored tournaments), the Section Director (and State Associations in joint sponsored tournaments), and the National Support & Training Center.

US Soccer is not required to accept or approve any application to host a tournament submitted less than ninety (90) days in advance. If applications to host are submitted in less than the required time (allowing two weeks for processing at the National Support and Training Center), the following non-refundable late fees must be paid to **US Soccer** and sent with the appropriate documentation.

Application to Host a Tournament/Games:

- A. Less than ninety (90) days, but more than sixty (60) days advance notice - \$25.00;
- B. Less than sixty (60) days, but more than thirty (30) days advance notice - \$50.00;
- C. Less than thirty (30) days advance notice - \$100.00.

Hosting a tournament with international teams can be fun and exiting, but there are many details that must be considered before taking on such a venture. The National Support & Training Center will work closely with the tournament director in outlining the needs of the visiting teams and in securing the necessary approvals from US Soccer and FIFA.

## **B. RESEARCH AND REPORTING BACK**

Each committee member should be given one or more of the above items to research with a task completion date. A future committee meeting date should be set relatively soon after the task completion date in order to come to a conclusion about how to proceed. Take whatever time is required to research these issues, as they are probably the most important issues to be addressed. Regular meetings should be scheduled to maintain interest in the process.

If the decision is made to host a tournament, the regional commissioner, area director, or section director should then proceed with identifying and appointing a tournament director.

## **I. TOURNAMENT DIRECTOR**

The tournament director should be chosen by the executive member in charge of the hosting AYSO entity. The tournament director should be chosen through an interview process after the availability of the position has been well-advertised. Sufficient time should be allowed for applications to be received.

A suggestion is to send a mailing that advertises the position throughout the region, area or section hosting the tournament. This method can unearth potential qualified volunteers who would not have initially been identified and opens the selection process to all interested individuals. Applicants for the position should submit a resume of all qualifications.

A tournament director should be selected primarily on qualifications. The following qualities should be considered:

- Time availability
- Level of commitment and dedication
- Level of motivation
- Organizational skills
- Previous tournament experience
- Sense of fairness
- Experience as an AYSO volunteer
- Efficient delegation of tasks and authority

Remember, this individual will be responsible for the successful organization of the tournament and, at the same time, will be a very public representative of AYSO.

## **II. TOURNAMENT STAFF SELECTION**

The tournament director's first order of business is to fill major organizational positions that will comprise the tournament committee. The tournament director should select a staff of capable volunteers (managers) to work together throughout the tournament. The key numbered positions are considered management level positions and include the responsibilities of the position along with the recommendations for a working staff. Once selected, each manager needs to choose working staff to accomplish tasks under his or her authority. Depending on the size and experience of the tournament, not all support staff positions may be needed. All tournament staff should be AYSO Save Haven certified.

A method to identify tournament volunteers should be established. The easiest way to do this is to provide brightly colored hats and/or shirts, to each volunteer. Additionally, the apparel may be color coded to identify the specific area of responsibility, i.e., green shirts for field crews, orange shirts for concession personnel, etc. Nametags are also helpful for staff identification.

It is recommended that the following manager level positions be filled with persons who are members in good standing with the community and will fulfill the basic criteria cited and adjacent duties:

### **1. Assistant Tournament Director:**

*Certified and possess similar skills and experience to the tournament director.*

- a. Assist the tournament director throughout the tournament
- b. Chair the Rules Committee
- c. Assume the place of the tournament director should he or she become unable to fulfill the commitment to run the tournament
- d. Train to become the future tournament director

**2. Treasurer :**

*Certified and has experience and familiarity with the National Accounting Program, duties of a treasurer, and the tax reporting laws that are applicable to the city or county and state in which the event is being hosted. (An assistant regional treasurer is a good candidate for this position.)*

- a. Oversee all financial aspects of the tournament with monthly reporting to the regional (or area or section) treasurer
- b. Become familiar with AYSO Treasurer Manual
- c. Prepare all financial statements with reporting to the regional (or area or section) treasurer
- d. Setup NAP account with the National Support and Training Center
- e. Maintain account
- g. Collect revenue
- h. Disburse payments
- i. Coordinate with the registrar and regional treasurer
- j. Make sales tax payments, if any required, on concession items sold

**3. Referee Administrator:**

*Must be certified and have experience with referee administration and scheduling.*

- a. Recruit referees
- b. Assign referees for tournament
- c. Conduct referee meeting prior to start of tournament (*optional*)
- d. Co-chair Rules Committee and responsible for initial review of game misconduct reports
- e. Reviews entry teams' Referee Information sheets for adequate qualifications

Recommended staff (depending on size of tournament)

1. **Recruiting coordinator**
2. **Assignment coordinator**
  - *maintain schedule*
  - *distribute schedule*
  - *notify referees of any changes*
3. **Rules Coordinator**
4. **Referee events coordinator**
  - *plan referee meeting*
  - *select location of meeting*
  - *plan awards/tournament mementos*

**4. Safety Director:**

*Must be certified and is familiar with the Safety Director Manual, possess a calm, collected, and commonsense approach to emergency situations.*

- a. Responsible for ensuring safe fields and conditions for all participants throughout the tournament
- b. Responsible for securing emergency communications equipment
- c. Member of Rules Committee
- d. Responsible for communicating with emergency facilities
- e. Responsible for ensuring appropriate player transport to an emergency facility and to arrange for a parent or team official to accompany the player
- f. Responsible for completing safety (injury) report
- g. Responsible for securing Certificate of Insurance for all tournament venues

Recommended Staff (depending on size of tournament)

1. **Communications coordinator**
  - *communicates with emergency facilities*
  - *acquires communications equipment*
  - *communicates with facility coordinator(s) to clear access to field for emergency vehicles (from parking facility and gate to injured player)*
2. **Soccer Accident Insurance (SAI) Coordinator**
  - *review medical releases*
  - *review insurance documentation*
  - *complete SAI documents in case of injury*

**5. Field Director:**

*Certified and possesses knowledge of local field sites and AYSO safety policies.*

- a. Responsible for selecting tournament site
- b. Responsible for securing sites and relevant permits
- c. Responsible for ensuring that fields are in proper playing condition for the tournament
- d. Provide proof of insurance for each site
- e. Prepare budget for tournament fields
- f. Determine appropriate emergency vehicle route throughout tournament site (fields)

Recommended staff (depending upon size of tournament)

1. **Site coordinator(s)**
  - *assign field coordinator(s)*
  - *arranges for site security*
2. **Field coordinator(s)**
  - *present at each field*
  - *maintain individual fields*
  - *coordinate field set-up and take-down*
  - *check-in teams*
  - *maintain vehicle-free emergency vehicle routes*
3. **Equipment coordinator**
  - *acquires goals, nets, corner flags, etc.*
  - *arranges for equipment transportation to and from field(s)*

**6. Coach Administrator:**

*Must be certified and has experience with coach administration.*

- a. Responsible for administrative aspects of coaching
- b. Responsible for conducting coaches meeting (optional)
- c. Member of the Rules Committee
- d. Responsible for coordinating soccerfest (optional)

Recommended staff (depending upon size of tournament)

1. **Division coordinators**

- *assign team liaisons*
  - responsible for acting as a contact point for teams
  - provides information to teams concerning accommodations, activities, services in the the local area, schedule changes, etc.
  - meets teams at check-in
  - host for teams during tournament
- *responsible for communicating with coaches within their division of responsibility*

2. **Soccerfest coordinator** (if applicable)

- (position takes on added importance in proportion to the size of the soccerfest)*
- coordinate all aspects of the soccerfest
  - work with all other members of the tournament staff to conduct a successful soccerfest
  - member of Rules Committee

3. **Coaching event coordinator**

- organizes coaches meeting
- select time and place for meeting
- selects/coordinates coaches mementos

7. **Scorekeeper/Statistician:**

*Certified and experience with keeping statistics and working with competition formats.*

- a. Collects completed game cards
- b. Ensures game cards are properly filled out
- c. Keeps tournament standings
- d. Secures and records data from referee game misconduct reports

8. **Tournament Staff Volunteer Coordinator:**

*Certified and familiar with inter workings and structure of a tournament and the knowledge of the volunteer resources that are available in the region and the community.*

- a. Works with each tournament manager to determine volunteer needs
- b. Coordinates and assigns staff to fill manager needs from the available volunteer resources
- c. Research and obtain additional volunteers from community service organizations or groups as needed
- d. Maintain records of all volunteers that are used in the tournament
- e. Ensure that all required certification requirements are met before assignments are given to volunteers

**9. Publicity Director:**

*Certified and experience with design and with the media. Should possess good grammar and writing skills.*

- a. Contact point for media
- b. Responsible for design and development of tournament invitation
- c. Responsible for design and development of newsletter
- d. Responsible for design and development of publicity posters
- e. Responsible for design and development of tournament program
- f. Responsible for soliciting tournament sponsors
- g. Responsible for ensuring proper application of AYSO Logo Laws (see Logo Laws in Forms section)

Recommended staff (depending upon size of tournament)

1. **Newsletter coordinator**
2. **Artwork coordinator**
3. **Tournament program coordinator**
4. **Sponsorship coordinator**

**10. Purchasing Director:**

*Certified and has knowledge of competitive rates for goods and services and good people (interpersonal communication) skills..*

- a. Orders equipment and supplies for the tournament
- b. Responsible for securing the best rates at local establishments, i.e., hotels, restaurants, services, attractions, etc.

**11. Secretary:**

*Certified and organized note taker who possesses good communication skills both verbal and written*

- a. Takes minutes at all meetings
- b. Coordinates notification of meeting dates, times and location
- c. Keeps track of tournament assignments, duties and responsibilities
- d. Handles tournament correspondence

**12. Registrar:**

*Must be certified and experience with AYSO eligibility, team registration and AYSO verifying procedures. (An assistant regional registrar is a good candidate for this position.)*

- a. Distributes/receives tournament applications
- b. Process tournament applications
- c. Verify receipt of fees
- d. Responsible for verifying player eligibility
- e. Responsible for team check-in
- f. Coordinate with treasurer
- g. Coordinate team Referee Information Sheet submissions with referee administrator

Recommended Staff (depending upon size of tournament)

**Registration Coordinators (2)**

- Assist registrar with overall responsibilities

**13. Scheduling Director:**

*Certified and experience with game scheduling.*

- a. Responsible for game scheduling and standings system
- b. Works closely with referee administrator on game/referee schedules
- c. Member of Rules Committee

**14. Events Coordinator:**

*Certified and experience with event planning and awards.*

- a. Coordinate special events such as opening ceremonies (if any), awards ceremony, special tournament activities, closing ceremonies, etc.
- b. Responsible for determining awards/trophies
- c. Responsible for staffing information center during tournament
- d. Responsible for award/trophy distribution during tournament

Recommended staff (depending on size of tournament)

1. **Opening/closing ceremonies coordinator**
2. **Awards coordinator**
3. **Information coordinator**

**15. Concessions Director:**

*Certified and experience with food handling and merchandize vending.*

- a. Responsible for all food/merchandise purchased and sold at the tournament
- b. Negotiate with vendors
- c. Acquire all necessary permits and/or licenses as required by health or city/county codes.
- d. Familiar with the tax reporting laws that are applicable to the city, county and state in which the event is being hosted.

Recommended staff

**Assistants (2)**

- Coordinate responsibilities

**16. Sportsmanship Director:**

*Certified and experience with conducting a sportsmanship program.*

- a. Develop a system to collect data
- b. Tabulate data
- c. Make sportsmanship award presentation

## V. TOURNAMENT PLANNING

Tournament planning is the responsibility of the entire tournament committee (and regional, area, or section board), and should be conducted over a series of meetings to ensure that the plan and objectives are clearly stated. The first order of business should be to decide the tournament activities upon which the budget and further planning will depend.

## VI. SPECIAL EVENTS (optional)

Options for the players:

- An opening and/or a closing awards ceremony
- Soccerfest – precedes the competition and could be offered as described below
- A social event – could be as simple as a picnic, barbecue, or as elaborate as a dance

*The main reason and emphasis for these events should be for the players to get to know each other.*

Options for the coaches and referees:

- Barbecue or other social activity
- Coach or referee workshops conducted by “experts” from area, section or the National Support and Training Center

*These are valued volunteers who should be recognized for their efforts.*

- A. Opening Event (optional):** The official start of the tournament may be signaled by some form of ceremony. A soccer demonstration game or a tournament game could be scheduled to signal the ceremonial start of the tournament. This is a good opportunity to have a local dignitary present to “kick out” the first ball. Opening events can include the presence of local dignitaries, and should showcase participating teams. Be sure that local dignitaries are notified well in advance for proper scheduling. Opening ceremonies vary widely from tournament to tournament. Try to customize the opening of the tournament as much as possible and in keeping with the theme of the tournament.
- B. Awards Ceremony:** The ceremony should take place as soon as possible after the last game. It may be as casual as handing out awards in the middle of the field as each game concludes or as ceremonious as presenting awards in front of a large crowd. Simple recognition of participation and competition is a reward in itself for those teams and volunteers who took the time to come and make the tournament a success. The most important message to convey is the significance of participation rather than emphasizing who won first or second place. If sportsmanship is part of the tournament, consider giving the most impressive award to the winners of this honor.
- C. Mementos for All:** It is important for all participants to have some form of remembrance from the tournament. Awards, mementos and/or souvenirs should be planned and ordered for all participants; players, coaches, referees, and volunteers. Custom pins and medals require a long lead-time so be sure to order such things early. Orders placed with sufficient time for any corrections or mistakes makes for a happier event for everyone.

- D. **Team Exchanges:** Inform team coaches if it is customary for teams to exchange gifts with each other. If this is customary for the tournament, then suggestions for gift ideas such as pins or patches should be made at the time the invitation goes out.
- E. **Soccerfest:** This type of event could be offered to all participants or to registered and age-appropriate siblings of tournament players.

## VII. BUDGET PREPARATION

### A. AYSO Treasurer Manual:

The preparation of the tournament budget is the responsibility of the tournament treasurer. The treasurer should obtain the AYSO Treasurer Manual from the region or from the National Support & Training Center. The manual provides specific information regarding secondary program funds, of which a tournament budget is a part. It also gives guidance on establishing bank accounts and general AYSO financial procedures. The tournament treasurer should be thoroughly familiar with the contents of the Treasurer Manual and must comply with the recommended internal control procedures. It is important that the tournament treasurer be familiar with the tax reporting laws that are applicable to the city, county and state in which the event is being hosted. The Tournament Income and Expense Form should be used as a guide when preparing and submitting the proposed budget and final accounting. All financial reports must be up to at least the same level of details as this form.

The tournament treasurer must submit timely reports and work closely with the regional treasurer from the planning stages clear through to the final tournament accounting report that is due 90 days after the tournament.

### B. Financial responsibilities:

- Once the tournament planning stage has been completed, the treasurer should gather the individual manager's budgets and begin developing the tournament budget and financial report. The budget will reflect the projected collection and disbursement of funds.
- The treasurer will also be responsible for submitting a statement detailing how tournament proceeds will be used. This is part of the Tournament Authorization Form and is required for tournament authorization. A copy of the tournament budget shall be available at each tournament venue and be made immediately available to any participant requesting this information.
- Throughout the tournament the treasurer will maintain the tournament NAP account (and appropriate reporting procedures and requirements of the region), and is required to be a signer on the account. This is necessary for financial control and is detailed in the Treasurer's Manual.
- The tournament treasurer will be responsible for submitting a financial statement to The National Support & Training Center within 90 days after the tournament. This form must be submitted with sign-offs by the regional commissioner, area director and (section director, if applicable) who originally authorized the tournament. This statement shall be made available to anyone requesting it.

### **C. National Accounting Program:**

Tournament funds must go through the region, area or section National Accounting Program (NAP) account (codes 17 and 56 are used in the regular account). A separate NAP account may need to be set up for the tournament. This can be done through the Finance Department at the National Support & Training Center.

### **D. Banking:**

The tournament committee may open a checking or savings account with a federally insured institution under the following conditions:

1. The tournament director and tournament treasurer (the regional commissioner and regional treasurer in the case of a tournament team) must be authorized to sign on the account plus two other people. At least one of the authorized signatures must be an AYSO executive member. The authorized signers cannot be members of the same family or household.
2. "Two signatures required" and "American Youth Soccer Organization" plus the region number must be imprinted on the checks by the financial institution.
3. All checks and withdrawals require **two** authorized signatures.
4. The account must be opened under the name "American Youth Soccer Organization, region number, and the tournament name," and with the Federal ID number 95-6205398.
5. The financial institution must be instructed to mail its monthly statement with canceled checks to the National Support & Training Center's Finance Department.
6. After processing, the National Support & Training Center will forward the bank statement and the canceled checks to the tournament treasurer on a monthly basis. A financial statement will follow quarterly.
7. It is against the policy of the American Youth Soccer Organization for anyone to sign a blank check.

### **E. Handling cash:**

The purpose of the internal control procedures is to set safeguards against the misuse of the region's assets, especially in regard to cash receipts and cash disbursements. A tournament's internal controls should include the following:

1. A cash receipt book (available at any office supply store) should be used to record payments received in cash. The original cash receipt must be given to the payer and the copy kept in the book.
2. Funds withdrawn for "cash box change" must be deposited back to the checking account. The withdrawal transaction as well as the deposit should be the same code, i.e., Code 14, for fundraising change.
3. The cash receipt book must be reconciled to the bank deposit slip.

4. The tournament fees and all revenues from product sales or other sources (collected in cash and checks) must be reconciled to the bank deposit slip.
- 5. *Tournament fees will be accepted only when drawn on a regional account.***
6. The Check no. and amount of the payment must be recorded on the tournament registration form.
7. Arrangements should be made to have the cash deposited at the bank the same day it is received, if possible. Otherwise, the monies must be deposited the next bank business day.
8. When handling cash, at least two people (from different households) should be present. It is recommended that a form be used to indicate the date, the amount of cash received and its denominations, and the signatures of the individuals responsible for handling/counting the monies before it is turned over to the tournament treasurer for deposit. A copy of this form should be immediately sent to the regional treasurer. See *Cash Deposit Form in Tournament Related Forms section of this handbook or on the Web site at [www.soccer.org](http://www.soccer.org).*

**F. Written budget:**

It is mandatory that the tournament treasurer prepare a written budget. The budget should be reviewed and approved by the tournament committee. The written budget should identify the following:

1. Expenditures:
  - a. Fields, chalk or paint, rented equipment, signage
  - b. Tournament tee shirts (for players and officials)
  - c. Program printing
  - d. Awards, mementos, souvenirs
  - e. Referee refreshments
  - f. Telephone, mailings, meetings, staff expenses
  - g. Accommodations
  - h. First aid, security
  - i. Referee refunds
  - j. Contingency (probably in the 5-15% range)
  - k. Profit, if any (designate what the disposition of these funds will be)
  - l. Other
2. Revenue sources:
  - a. Team registration fees\*
  - b. Referee deposits
  - c. Sponsors/donations
  - d. Concession sales
  - e. Other

\* **Team registration fees** should be determined during the planning stage. Team fees should be established to cover all operating costs budgeted (as above). Ensure that fees are reasonable and in line with the services provided. Require that full payment, made by region or area check, accompany the team registration. Tournaments are prohibited from charging fees for changes to rosters, specifically for adding or dropping players.

### 3. Format

- a. For those tournaments that occur on an annual basis, a three-column budget format should be generated to report the prior year's actual revenue and expenses, the current year's anticipated budget, and the actual revenue and expenses of the tournament.
- b. Financial data for the first two categories should be submitted with the tournament application and authorization form.

## G. Do's and Don'ts:

### 1. Do:

- a. Clearly state if the tournament is being held to make a profit. If so, indicate the amount of profit expected and what is to be done with the profit. Excessive profits in relation to the stated purpose are inappropriate and will not be approved.
- b. Clearly state in whose name team registration fees and sponsor checks are to be made out to and where they are to be sent.
- c. Collect the full tournament fee with the application form. Insist on this for fairness to all of the teams who may want to enter the tournament.
- d. Distribute refund policy with every team application form.
- e. Implement refund procedures immediately. Refunds should be mailed as soon as the refund is authorized and no later than 14 days after the tournament is held.

### 2. Don't:

- a. Use regional funds to support the tournament.
- b. Retain other than minimum start-up funds to be held over from one year to the next in the regional, area, or section tournament account.
- c. Maintain "slush" funds in individual team accounts.
- d. Establish or use a non-AYSO bank account for tournament funds.
- e. Collect "token" registration fees or verbal promises allowing a team to have a spot in the tournament while the coach/region attempts to put a team together.
- f. Accept personal checks (or money orders) unless a letter of permission from the regional commissioner accompanies the check.

## H. Refunds:

1. **Team Deposits:** Full refunds are to be given within 14 days to teams that withdraw prior to 30 days before the tournament. Teams that withdraw less than 30 days before the tournament will receive a full refund if a replacement team can be found. If teams have paid additional funds for the purchase of tournament tee shirts, etc., the merchandise must be delivered or a full refund for those amounts given to the teams. Regardless of the reason, in the event a tournament is completely canceled, a full refund of all team monies must be given to each team that entered

Local referee “favorites” may not be given priority over team-affiliated referees who are present and willing to fulfill their commitment. Teams whose deposits have been accepted must be provided the opportunity to earn their refunds, or they should be given a full refund without question.

2. **Referee Deposits:** All referee deposit checks are to be drawn on a regional account and are to be deposited into the tournament bank account upon receipt. No check should be held for return upon completion of referee assignments.
3. **Referee Refunds:** All refunds should be made to the appropriate party within 14 days after the conclusion of the tournament.
4. ***It is strongly recommended that unreturned referee deposits be used for coach and referee training.***

## I. Financial Reporting:

A financial report (detail of income, expenses, profit or loss) must be completed within 90 days after the tournament is completed. The “complete” report including the current, actual income and expenses, must be submitted through the regional commissioner, area director, and section director and then sent to the Finance Department at the National Support and Training Center.

An explanation of how tournament profits will be used must be stated in this report. In the case of an individual regional tournament team, any funds left over will remain under the responsibility of the region. Refunds to parents of players (for their participation in the funds of the tournament), are at the discretion of the regional commissioner and the regional board of directors.

## J. Use of Tournament Proceeds:

Tournament proceeds may only be used for an approved AYSO-related purpose consistent with AYSO’s not-for-profit and IRS Code 501(c)(3) status, such as program operation and/or enhancement (such as registration scholarships and VIP programs), field acquisition and maintenance, etc. The use of tournament proceeds must be indicated on all advertising and applications that are sent out.

## VIII. SECURE FIELDS

It is critical to secure use of the fields in the form of a written agreement (permits) with the party that controls field usage. This prevents any miscommunication and guarantees the fields will be available. The agreement should also state the responsibilities of each party, such as field marking and set-up, clean-up, etc. An alternate field or fields need to be secured in the event of unforeseen unavailability, or in case of an overflow in the event of extreme game delays.

The sites should be determined safe by the safety director. **Do not use unsafe fields!** Other things to consider in selecting and preparing a site are availability for restroom facilities, proper shelter in case of inclement weather or lack of shade and sufficient free parking space. Some tournaments are held in sports complexes that control parking and do charge nominal fees. This information should be given to the participants (teams, referees, volunteers, etc.), in advance of the tournament. Once the site is secured, the field director should then contact the Esix Insurance Company at (800) 342-4371 and obtain a Certificate of Liability for the site. Many municipalities will require this prior to giving written permission for use.

Fields should be clearly identified. Signs should be posted to indicate which field is which. Once established, the information should be passed on to the publicity director for distribution. If there is more than one site, then individual site coordinators should be assigned and they need to remain on site to handle any problems. Walkie-talkies or other such communication instruments are very helpful when multiple sites are used (especially when there is an emergency, shortages of referees, equipment repair or replacement needs, rule clarifications or other timely important communication needs). There should also be a field coordinator for each field to coordinate starting times, ensure referees are accessible, address safety issues or injuries, and to act as an information conduit. Site and field coordinators should always have in their possession a copy of the master schedule (and any changes) for all game sites and referee assignments.

Plans should be made to arrange for security personnel, either during tournament hours, after tournament hours, or both. A small investment in security may prevent problems and safeguard valuable equipment. It is preferable that professional security personnel are used.

The field budget needs to be developed. All field expenses should be included. Items that may be included are field marking materials, goals, nets, corner flags, rental of tents, security, etc. Additionally, there may be expenses incurred for actual field use and transportation of large equipment.

## IX. TOURNAMENT AUTHORIZATION

Tournament authorization is mandatory for all AYSO tournaments. All tournaments sponsored by an AYSO program or with which the AYSO name is associated, must comply with the letter and spirit of the AYSO Tournament Handbook. An authorization form is provided which requires signatures of the appropriate authorities (regional commissioner, area director, section director) and by the National Support & Training Center. The scope of the tournament determines the level of signatures required. Ideally the tournament package should be submitted to the National Support & Training Center at least three months in advance of the tournament dates. This allows time for publicity on AYSO's Web site, for publication in *Tournament Talk* and inclusion in the monthly executive member mailing, for label requisitions from the National Support & Training Center Member Services Department and for requests for sponsor sampling products. See *Tournament Authorization Form in Tournament Related Forms section of this handbook; Tournament Related Forms folder by e-mail or on the Web site at [www.soccer.org](http://www.soccer.org).*

With respect to tournaments that do not obtain authorization or neglect to comply with the National Games and Tournament Handbook, the National Board of Directors reserves the right to: (i) suspend the tournament; (ii) discipline individuals administering or organizing the tournament; (iii) deny liability coverage or SAI insurance for participants in the tournament; or (iv) revoke or suspend the charter of the region or regions hosting the tournament. *National Policy Statement 2.8 (d)*.

The following items must accompany the Tournament Authorization Form:

- Tournament invitation
- Tournament rules
- Tournament organization chart
- Tournament projected budget
- Previous year's tournament final accounting report
- Verification of NAP account
- Statement of disposition of funds for preceding year and the coming tournament
- Referee Plan (how officiating of the tournament will be handled)
- Alternate tournament date in case of rain or other reason for tournament postponement, and refund policy if the tournament is completely cancelled

Any amendments and/or requested changes to be made to a tournament submitted for approval or having already received approval, must go back through the applicable authorization levels (i.e., regional commissioner, area director, section director, National Director of Tournaments) before changes can be effected.

This review is designed to assure that no changes will be made that would adversely affect another area or section or national event or function and will maintain the integrity of and philosophy of the original tournament package that was submitted and/or approved.

## **X. REFEREE PLAN**

### ***Diagonal System of Control in Tournaments***

***The only system for officiating in approved AYSO tournaments is the diagonal system of control. Tournament rules should specify the exclusive use of the diagonal system for all matches. The following is the position of the AYSO National Referee Commission:***

***If only two qualified officials are available for a match, one should assume the duties of the referee and the other should become an assistant referee. A 'club assistant' (club linesperson), after receiving instructions from the referee, should also be used. The only duty of a club assistant is to indicate when the ball has completely crossed the touch line or the goal line. If no club assistant is available, the referee must assume the duties of the missing assistant referee, as is done in the single referee system.***

The Referee Plan is required and is one of the most important aspects of the tournament. Careful planning must be made by the referee administrator and staff in order to provide sufficient referees of the highest caliber. To ensure a sufficient number of referees, it usually works well to recruit from the teams entering the tournament and from the local region, area and/or section volunteer base.

Tournaments that plan to include U-16 and U-19 competition should be prepared to provide from their own resources sufficient and qualified referees to officiate these upper level matches. Tournaments conducted at the regional level should draw help and/or support from the area and section referee administrators.

The Referee Plan of the tournament may require the teams to pre-pay a refundable “referee deposit” as an incentive or indicator of how many teams will be furnishing referees for the event, as long as the following conditions are met:

- (i) The referee deposit shall be in a reasonable amount approved by the section director,
- (ii) In all cases where the referee completes the assigned game, the referee deposit is refunded to the region that pre-paid the fee immediately at the conclusion of the event, or by mail no later than 14 days following the conclusion of the event.
- (iii) In cases where the referee fails to complete his or her assigned games, the referee deposit may be retained to pay expenses of the tournament, or applied to the use to which the tournament proceeds were specified in the Tournament Authorization Form.  
*National Policy Statement 2.8(c).*

Make sure that there are enough assignments for referee teams to be able to “earn back” their referee deposits. It is inappropriate to utilize local referees over team-affiliated referees before those teams that have paid deposits have had the opportunity to earn them back. AYSO rules regarding no payment of services performed by volunteers must also be observed for referees.

**1. Tournament Referee Administrator:**

The tournament referee administrator shall be appointed by, and report to, the tournament director. The job of the tournament referee administrator is to recruit officials for the tournament and to assign them to tournament matches.

**2. Recruitment:**

- a. Sources for officials for the tournament would be the host region, neighboring regions in the area, other regions or areas in the section and referees traveling with teams in the tournament.
- b. The recruitment of officials can be on a voluntary basis, or on the basis that each participating team must provide one referee team, or a combination of the two.
- c. Officials may be youth if the hosting tournament area and section director approves.

- d. The ideal number of officials to recruit should be based upon having a three person team for each match (who will be assigned to work three matches during the course of the tournament) and one stand-by team available at each venue site fore each time slot.

(If regions maintain a database of their officials which included the names, addresses, phone number, experience and badge level, it would provide helpful information to use in the recruitment process. There are many qualified referees whose children have grown up who are often overlooked as resources simply because they are not on the fields as much watching their own children play.)

### 3. **Criteria:**

- a. All tournament officials – referees, assistant referees, fourth officials – should be AYSO certified and trained. Volunteer USSF (Grade 7 or higher on U-16 and U-19 matches and Grade 8 on U-10 through U-14 matches) or FIFA certified referees may be used when needed with the written approval of the area or section director.
- b. It is important that tournament referees have experience officiating in the age level matches to which they will be assigned. Newly trained referees should not be used in tournament matches.
- c. Each referee should have a recommendation from their regional referee administrator that they are capable of refereeing tournament matches in the division corresponding to their badge level. For Intermediate and Advanced referees, this recommendation should come from a member of the area referee staff, and for National referees, this recommendation should come from a member of the section referee staff.

### 4. **Assignments:**

- a. Match assignments should be finalized and mailed to tournament referees well in advance of the tournament.
- b. Assignments should be made based on badge level and experience. Ideally, U-19 and U-16 matches should have National referees, U-14 matches should have Advanced referees, U-12 matches should have Intermediate referees, and U-10 or lower should have Regional referees. Corresponding levels are also recommended for assistant referees.
- c. It is strongly recommended that youth referees not officiate in matches in their own age group. At least two years age difference is a good rule of thumb if youth referees are used as agreed upon and approved by the hosting section.
- d. Ideally, a stand-by team of referees should be assigned to each match. If that is not possible, then at least three alternates should be assigned to each venue and match time to avoid problems in case if illness, injury, conflict or “no shows.”
- e. The target should be for each referee or referee team to work three matches throughout the tournament.

- f. **Every effort should be made by tournaments to limit referee assignments for coaches in a division in which they are coaching or the parent of a player.** When scheduling match assignments, it is important to remember to make assignments so that the referees are able to watch their child(ren) play or provide them adequate time to get back to their teams if they are also coaching.
- g. Referees should not be assigned to matches involving teams from their home regions or regions with which they are personally familiar, especially in semi-final, consolation or final matches.

You can use a "Referee Assignment Voucher." See *Referee Voucher Form in Tournament Related Forms section of this handbook or on the Web site at [www.soccer.org](http://www.soccer.org).*

- h. If such a card is used to check-off games covered by the referee(s), the tournament site referee shelter or headquarters would be a good place to direct referees for this purpose.

**5. Uniform code:**

Referees are to dress in complete and approved uniforms by AYSO. Referees are to remove or cover their referee uniform shirt when participating as a spectator.

**6. Referee shelter:**

A tent or shelter at each venue should be provided for referees to check-in before and after matches, to rest in, and to serve as an additional information site for the tournament. Spare uniforms can be kept here, as can bibs or pennies for teams with uniform conflicts, and water and snacks. If a voucher form or other form of "check-off" is used to indicate that match assignments have been completed, the referee shelter is an appropriate place for this procedure to be performed by the tournament referee officials.

**7. Assessments:**

The tournament referee administrator should recognize that a tournament presents an opportunity for gaining valuable experience for upgrade assessments, service assessments and mentoring. To the extent possible, mentoring and/or assignments should be incorporated into the match assignment schedule. Note that assessments should probably not be done in semi-final, consolation or final matches, as they will probably not be "typical" AYSO matches. A statement that this is an assessment-friendly tournament should be in the packet to coaches. Providing this type of information on the Tournament Authorization Form will allow for more widespread dissemination of this information.

**8. To pay or not to pay:**

Consistent with AYSO's "all-volunteer" philosophy, tournament referees shall be volunteers and not paid staff, including instances where AYSO may be participating as a joint sponsor of a tournament and the co-sponsor pays its referees. Normally, referee considerations shall be limited to actual out-of-pocket meals and lodging, tokens and mementos such as tee shirts, flipping coins, lapel pins, hats, logoed pens or whistles, etc.

In rare instances AYSO may be participating as a joint sponsor of a tournament, and the commercial sponsor may make funds available for the payment of referees to be provided by the co-sponsors. The AYSO tournament officials with the written approval of the area or section director and the National Support & Training Center, may accept such sponsor payments as a donation to the program or as part of its general proceeds, but may not pay the individual referees who volunteer to referee the matches in which AYSO is assigned to cover

## **XI. DEVELOP TOURNAMENT RULES**

The assistant tournament director should be in charge of developing the tournament rules, and should act as the chairperson of the Rules Committee. The Rules Committee should meet frequently to discuss the development of the tournament rules so that they are finalized in time to be sent with the Tournament Authorization Form for approval. This should be done at least three months out from the date of the tournament.

Every AYSO tournament must comply with National Rules & Regulation, and any National Policies that exist regarding tournament and/or secondary programs. The National Rules and Regulations and AYSO National Policies need to be reviewed prior to development of the tournament rules. As a starting point, the committee may choose to refer to a set of “generic” rules located in this handbook. These rules are not meant to be all-inclusive, but may be helpful in providing a framework for the tournament rules.

The committee is encouraged to customize the tournament rules to its specific tournament. Add innovations along with proven ideas (from area and/or section tournaments). Be as detailed as possible and work to cover all bases and to provide answers for problem areas such as uniform conflicts, overtime, shootout rules (if any), tie breakers, protests, etc.

The following must be included in the tournament rules of all AYSO tournaments:

### **A. Assigned sidelines:**

For every game in a tournament, each team should have an assigned side of the field for its players, coaches and spectators. For instance, the home team may be designated first on the game schedule and will occupy the north or west side of the field on which they play. The visiting team will then occupy the south or east side of the field.

A maximum of two coaches per team will be permitted to instruct the players and only from within a designated coaches' area (one yard wide and ten yards long on each side of the half-line. Coaches must provide adequate room for the assistant referee to work the line.

All spectators must remain on their team's assigned side of the field at all times during the match. No spectator coaching of any kind is permitted. All spectators must remain within an area that extends from the edge of the penalty area on one end of the field to the edge of the penalty area on the other end of the field. Spectators must provide adequate room for the assistant referee to work the line. No spectators are allowed behind the goal lines at any time. Only official photographers are allowed behind the goal lines with the referee's permission, and they must not pose a danger to, distract, or talk to the players at any time during the match.

### **B. “Cautioning” or sending off of coaches or spectators:**

Tournament rules must provide for and encourage only positive coaching and spectator support of the players. Coaches will be held responsible for the conduct of the parents and/or spectators connected to their team. In the event that a coach or spectator fails to adhere to proper conduct after a verbal warning, appropriate sanctions should be used. Removal from the immediate playing area or the field or a ban from further participation in the program may be utilized.

Deduction of points from the team standings is sometimes used, but this is not recommended. This deduction of points is a punishment of the players who are not ultimately responsible for the behavior of adults. If this is to be done, consider using coach and spectator behavior for sportsmanship points or for tie-breaking purposes only.

FIFA laws do not provide for the cautioning nor the sending off of a coach or a spectator by a show of a yellow or a red card. Therefore, AYSO tournament rules may not incorporate into the rules nor impose sanctions on coaches or spectators called “carding” by the referee.

**C. “Everyone Plays” AYSO team playing non-AYSO teams:**

The AYSO “Everyone Plays” rule, requiring each player to play at least one-half of every game, as well as the number of players on a team shall apply to AYSO teams (whether regular season teams or teams specially constituted for such event) participating in non-AYSO tournaments or games within or without the U.S.A., regardless of whether the other team, the referee or the sponsors of the tournament or game apply or follow such a rule.

*National Policy Statement 2.4.*

**D. Non-AYSO Teams Rosters and Roster Size**

Non-AYSO teams registered in any AYSO tournaments may have player rosters of up to eighteen (18) players provided that all players are listed on the regular team roster and formal league approval is given and presented to the AYSO tournament officials.

No additional guest players may be added to participate in the AYSO tournament. All teams must conform to AYSO’s policy that every players must play at least one half of every game. This may be accomplished by properly monitored free substitution in accordance with AYSO guidelines or be eighth substitutions.

**E. Medical identification/alerts:**

Medical identification/alerts may be taped to prevent injury to that player or to other players, but cannot be completely covered and must be easily recognizable in case of emergency.

**F. Playing up a division:**

The decision of a player participating in an older age division should be left up to the individual region. Maximum flexibility for playing up should be allowed as long as it is in the best interest of the player, and never for the purpose of composing a stronger team. Some regions will have requested players to play up to fill out rosters during the regular season, and these such players should not be required to play up in secondary play because of the accommodation to the region. Regions should make every effort to accommodate players in their current age group before playing them up a division. Under no circumstances will U8 players be permitted to play up for a tournament or the tournament season.

**G. Send-off Supervision:**

Any player, who is a minor and is sent off from a match (red card) and is asked to leave the playing area, must be accompanied by a parent, assistant coach or other certified team adult. A player must not be sent off by him/herself.

**H. No sit-out rule:**

Tournament rules should treat a “caution” or a “yellow card” issued to a player as AYSO and FIFA rules do: The player is cautioned and shown the yellow card, is written up by the referee, and play continues. No mandatory sit out period, no substitution for the player or any other further action is required to be taken. AYSO tournament rules may not incorporate imposition of further sanctions for a caution to a player. (Note: It has always been within the discretion of the coach to take action with the player if he/she so chooses; it is not within the discretion of the referee or tournament officials to impose further sanctions.)

**I. Substitution:**

***U14 and younger divisions:*** Substitution is permitted approximately midway through the first half, and approximately midway through the second half. Additionally, substitutions may be made at half time and at the start of any overtime periods in accordance with AYSO National Rules and Regulations.

**U16 and U19 divisions:** Substitution can be made as described above, or at eighth intervals (approximately midpoint of each quarter) or free substitution may be used. Free substitution is allowed where there is adequate monitoring of playing time (minimum of half the game per player). In the absence of a satisfactory monitoring system, only substitutions at the quarters or eighths may be used. (Tournament free substitution monitoring systems must be submitted with the Tournament Package for approval.)

Minimum play requirements do not apply in overtime periods and free substitutions may occur in U16 and U19 Divisions.

### **I. Age Differentials Allowed**

Team competition will be limited to not more than two years' age difference through U-14, no more than three years' age differential in U-15 and U-16 and not more than four years' age differential for those participating in U-17 through U-19 age groups. If two-year age groupings are used in the tournament, then those players falling in between two age brackets must play in the age bracket closest to their true age group.

### **J. Co-ed Teams**

Co-ed teams are considered to be in the boys' bracket. Girls teams will only be scheduled against boys teams with the approval of the section director.

## **XII. INVITATION**

### **A. Basics:**

The tournament invitation should be developed to attract teams and to be informative. Indicate the type of tournament, dates, location, fees and contact information. Details concerning player eligibility, deadlines, special events and tournament rules can follow. The acceptance process needs to be explained briefly. The invitation can be distributed to all AYSO regions. Contact the Volunteer Services Department at the National Support & Training Center to requisition regional mailing labels. Please allow sufficient time for orders to be processed.

### **B. Planned acceptance:**

Teams should be accepted on a first come, first accepted basis. This can be verified by using the mailing postmark or faxing date or by dating each entry as it is received. If only one team per division per region is to be accepted, make this clear in the tournament invitation.

Ideally, there should be at least a 30-day deadline from when the tournament will be held to accept all tournament invitations. ***The hosting party must notify teams within 48 hours of the entry deadline of their acceptance or non-acceptance. The option can be given to teams not accepted to be placed on a waiting list. Those who do not accept this option must have their check either returned or destroyed within 48 hours.*** Letters confirming their acceptance should be immediately sent out. Teams that submit incomplete Tournament Packages should not be accepted over teams who have submitted complete packages.

### **C. Distribution:**

Decide on how large the geographical area is from which you intend to draw teams. If it is determined to cover many AYSO regions, contact the National Support and Training Center. For a nominal fee, the tournament invitation can be distributed to chosen areas, sections, or nationally. To maximize your tournament exposure, get the invitation out as early as possible after tournament approval has been given.

### **XIII. PUBLICITY**

#### **A. Use of the media:**

Publicity is an important aspect of a tournament. The more positive publicity a tournament receives, the bigger and better it becomes. The Media Relations Department at the National Support and Training Center should be contacted for assistance with suggestions and press releases. Be sure that the local media is kept informed of the tournament. Initial media contacts should be made early in the planning process. Try to build a working relationship with local media correspondents by providing frequent updates during the tournament planning process. Let the National Support and Training Center know on the tournament application if the tournament should be listed in AYSO's web site and in *Tournament Talk*.

#### **B. Local Exposure**

Ensure that local regions are informed of the tournament. They are the best source of volunteers, and it will serve the tournament well to keep their interest and excitement alive. Inform local community leaders about the tournament and get them involved. A tournament newsletter is a good vehicle to keep all participants informed during the months preceding the tournament.

#### **C. Photographer:**

Contact a local photographer or assign a volunteer to photograph tournament events. Although this may not serve as publicity prior to the tournament, it can help to get media attention after the tournament. AYSO's publication, *Soccer Now*, accepts photos for print. Photos can also be used for future brochures. Tournaments are to secure Photo Release forms from parents or guardians for any formal publication or anticipated publication of player photos. *See Talent Release Form in Tournament Related Forms section of this handbook or on the Web site at [www.soccer.org](http://www.soccer.org).*

### **XIV. DESIGN/DEVELOPMENT OF TOURNAMENT PROGRAM**

The design and development of a tournament program is an important aspect of overall planning. The tournament program can serve to raise funds by the sale of advertising space. Sponsors and participating teams may place their own advertisements. Fees may be charged based upon the amount of space given.

The informative sections of the program should include: tournament rules, the tournament schedule, game schedules, the referee schedule, rosters, local attractions, a site and local area map, list of tournament participants, staff and sponsors. The site map should show the tournament headquarters, first aid site, the numbered fields and home and visitor sidelines, restroom and concession locations. This information will help make the tournament more pleasurable for all participants since written information will be handy when field monitors may be otherwise engaged. Contact a printer in the local area for costs and details. Work to obtain printing costs at a minimum charge or at a full donation in exchange for advertising space. Ensure that enough time is allocated to compile (including selling sponsor space), and print the program prior to the date designated for distribution.

## **XV. SPONSORSHIPS**

Regions are encouraged to use local businesses and individuals to support their program in a variety of ways, including tournaments. Conflicts with national sponsors are to be avoided. Regions may not perceive direct benefits from these sponsors, but many national programs are possible because of the generosity of these national sponsors. Be sure that striving to make a little extra profit in a local tournament does not harm successful sponsorship relations that have been cultivated for programs such as the College Athlete Program (CAP), People to People, VIP, coach and referee training, etc.

Tournament directors and regional commissioners are strongly urged to contact the Marketing Department at the National Support & Training Center with any questions of conflict with national sponsors or with any general questions. The Marketing Department can also assist in maximizing the benefits that can be derived throughout the regular season from local sponsors.

It is essential that the region and tournament officials follow through with what has been promised to the sponsor. This may be in the way of publicity at the tournament or regional events, a special opportunity to put a flyer in a regional mailing, a non-competing booth for food or merchandise at the tournament, etc.

It is important that an appropriate representative of the region make the contact with local businesses. Furthermore, the regional commissioner should first approve any letter soliciting sponsorships or donations before they are distributed or mailed. In addition, all such contributions are considered charitable. Each local business contacted should be made aware that its contribution is deductible for tax purposes, subject to the applicable limitations in the IRS code. Letters confirming the charitable donation must be promptly set to each business or individual by the regional treasurer or other designee of the regional commissioner.

From time to time the region may sanction team fundraising through local businesses for tournament support. This should be discouraged whenever possible so that the support from these sponsors may be cultivated as a regional sponsor for the benefit of all of the region's players. It is strongly urged that all post-season teams be self-sufficient in their fundraising efforts.

If a player, parent or coach receives a donation from a sponsor, friend, family member, etc., it should be applied to the benefit of the team as a whole. It is strongly discouraged that separate ledgers be kept for individual players. All monies and other donations should be equally applied so that discrepancies and misunderstandings that usually arise out of this method of accounting do not disable or dissolve the team and the friendships of all involved. If, for instance, a donation is made of an airline ticket (for those teams traveling to National Games or the Rainbow Cup, etc.), the team as a whole should decide on whom receives the benefit. Often there are scholarship needs on a team and this is one way to help offset those additional expenses. Additionally, if there is a surplus of money and decreasing individual or team expenses are one of the avenues being explored, an option to reduce or pay for some of the tournament expenses must be carefully weighted. It is important that it is not perceived that the coach or team referees are being compensated for their volunteer contributions.

## **XVI. REGISTRATION**

Team registration is the responsibility of the tournament registrar. The tournament registrar must give specific information to all teams requesting to enter the tournament. The registration procedure should be sent along with the rules of the tournament to every team desiring to enter. Teams will choose to enter or not based on the information received. Applications should be accepted in the order received. Any policy of giving preference to teams that have attended in the past or other such preference must be stated up front on the invitation.

### **A. Fees/Deposits:**

Tournaments should only accept team checks that are drawn on region accounts. However, from time to time, extenuating circumstances occur. In these instances, personal checks, money orders or cashiers checks should only be accepted when accompanied by a letter of approval from the regional commissioner. Do not accept cash payments at any time, and deposits of these monies must be made in accordance with national policy and as outlined in the Treasurer's Manual. The "holding" of checks is not permitted.

### **B. Eligibility Requirements:**

#### **AYSO Rosters:**

Every roster must be typed or printed in ink and must bear the signature of the regional commissioner or designee. Rosters that contain guest or outside players (maximum of three) must indicate whom these players are. In addition, all rosters containing guest players must have an accompanying approval letter stating which tournament(s) the player(s) have been approved to participate in. In cases where rosters list outside players, in addition to a signed letter from the regional commissioner indicating that all means have been exhausted to obtain players currently registered with AYSO, written approval from the area and section director must be obtained before acceptance is given to the team to enter the tournament. No exceptions to this requirement will be granted.

***Tournaments are strongly encouraged to use the roster form designed by the Tournament Commission. See Roster Form in Tournament Related Forms section of this handbook, Tournament Related Forms folder by e-mail or on the Web site at [www.soccer.org](http://www.soccer.org).***

**Roster size:** Each AYSO U-19 and U-16 tournament team shall have a maximum of eighteen (18) and a minimum of twelve (12) registered players. Each U-14 through U-12 team shall have a maximum of fifteen (15) and a minimum of twelve (12) registered players. Per the AYSO coaching program, U-10 teams shall have a maximum of ten (10) registered players. (AYSO National Rules and Regulations, II.C)

#### **AYSO Invitational:**

Each team must have the permission of its regional commissioner to enter any tournament. Each AYSO player must be verified as a registered player by the regional commissioner from the individual player's region, preferably somewhere on the roster. Ensure that all teams are informed of the requirement to have the original portion of each player's registration form signed by the parent or guardian, consenting to emergency treatment. The coach must carry this form at all times. No form, no play!

### **AYSO Open Invitational:**

If non-AYSO teams are to be invited, check with the National Support and Training Center for the required documentation that must be presented by each team. Individual teams are to represent one affiliation, i.e.; players are all registered with AYSO, USYS, etc. This does not preclude players from registering in more than one organization, they just cannot play on more than one team in a single tournament.

### **C. Notification:**

Once the application is received from a given team and all of the above requirements have been verified, the team may be notified of their acceptance. This should be done in writing. If a team is not accepted, they should be notified immediately and the refund mailed to them together with the notification within 14 days.

### **D. Team withdrawals:**

Teams are to be notified of the refund policy in the application form. It is not acceptable to inform teams that there are no refunds. If a team withdraws 30 days or more before the tournament, a refund should be given immediately. If a team withdraws at any time up until the tournament is played and its vacancy is filled with another team, a refund should be given.

### **E. Too many applications:**

If too many teams apply, acceptance should be made on a first-come first-accepted basis. This should be based on letter postmark or faxing date/time and completeness of tournament package. Teams should be informed if a waiting list exists, and they should be placed on it if they so desire. After the registration deadline, accept teams only from the waiting list.

### **F. Return information:**

Send each accepted team, in a timely fashion, the following kind of information in the acceptance package:

- Tournament rules
- Tournament site directions and geographic map
- List of local activities going on during the tournament
- Information on local accommodations and restaurants
- List of local services in the area
- Information on special events in connection with the tournament
- Information on referee and coach meetings (if any)

## **XVII. CONCESSIONS**

Concessions involve the sale of food and products throughout the tournament and are the responsibility of the concessions director. Refreshments for volunteers, spectators and players are an important part of the tournament. Concessions held at tournaments vary in content. Local and state health codes vary and must be adhered to when it comes to the preparation and sale of food. How the concessions are handled and the local laws dictate the types of foods that may be prepared and sold.

- A. What to sell:** Determine what products are to be sold. These could be foods, tee shirts, patches, pins, tournament memorabilia. The list is endless. Consider the time of year the tournament is being held, especially when it comes to perishable foods and the age and interests of the tournament participants.

- B. How to sell:** Food and products can be purchased outright or sold on consignment. Purchasing products outright will maximize revenues; however, the risk side is that either not enough or too much product will be purchased. The other method is to sell on consignment. The tournament pays for only the products that are sold. This works especially well when selling merchandise.

The volunteer base for a concession's plan must be extensive as they must be manned continuous throughout the tournament. An all-volunteer concessions operation maximizes revenues and optimizes financial control.

Another method for running a concession operation is to contract it out. This involves outside vendors setting up stands on the tournament grounds. The contractors then give a percentage, or pay a flat fee to the tournament. The percentage method is the least profitable manner because it is really not known how much has been sold. Additionally, there are problems that may arise involving permits, insurance, and licenses. All methods considered, the all-volunteer method usually works best.

- C. Where to sell:** A building or structure to house the concession activity is ideal, but tables and tents will work as well. Shade is critical for the volunteers if the tournament is in the sun.
- D. Start up costs and profits:** If the tournament is co-hosted by another region, area, section or organization, the advancement of funds and the proceeds from the concession stand needs to be decided during the initial planning stages of the tournament. The concessions would be a line item in the budget.
- E. Extras:** Local police, fire and EMT's can be invited when they are in the area to stop by for a lunch or soft drink at the concession stand. This promotes great civic cooperation and provides a professional public safety presence at your event.

## **XVIII. ORDER SUPPLIES, EQUIPMENT AND AWARDS**

Ordering supplies, equipment and awards is the responsibility of the purchasing director. This individual will spend much time interfacing with vendors and suppliers. The purchasing director is responsible for processing the orders placed by the tournament staff. It is important to be extremely well organized, and provide sufficient time to receive merchandise. Remember that a major tournament is likened to the running of a small business. Ensure that accurate records are kept, and require invoices and/or receipts to accompany all orders.

## **XIX. EMERGENCY PLANNING**

Emergency planning is the responsibility of the safety director. This portion of the tournament planning process requires quite a bit of interaction with local municipal agencies. Alert all emergency facilities about the tournament. Notify police, fire rescue, ambulance corps., and local hospitals in the area. Give them a copy of an AYSO registration form, which includes the parent/guardian consent form. Obtain written confirmation from the facility that the form will be acknowledged as a consent for medical treatment and determine if an "original" signature is needed, or if copies, faxes, or NCR copies will suffice. If the form is not acceptable, coordinate with the facilities and determine what is acceptable. Incorporate this as a requirement for team registration and let all teams know, in writing, what documentation is needed.

Medical and/or emergency personnel should be readily available to tournament participant and staff at all times when games, practices, and warm-up activities directly at or associated with the tournament are in progress.

***Arrangements should be made for on-site ambulance with at least one trained physician and/or paramedic personnel. The Budget Form includes Medical Personnel cost. If \$0 is indicated for cost, the tournament needs to explain why – the tournament is using volunteer personnel, etc.***

This individual should have sufficient training to administer appropriate basic first aid and make decisions regarding appropriate methods of treatment of injuries likely to occur, and have the ability and medical supplies to quickly attend to any such injuries if remote fields are in use for the tournament.

In the event that a player is injured before or during the tournament and has been and/or comes under medical care as a result of the injury, he or she should not be permitted to resume participation except with the permission of the attending medical personnel. If the treatment is rendered on-site, the verbal statement of the permission from the attending medical personnel is adequate. If the treatment is rendered off-site, then a written statement on the physician's or hospital's letterhead should be required.

At any other time where, in the estimation of the tournament officials, a player should not resume participation after an injury, or where it otherwise appears that the player may not be medically fit for play for any reason, tournament officials may and should request appropriate medical confirmation of fitness to participate.

## **XX. ON-SITE TOURNAMENT INFORMATION CENTER**

The tournament information center is the responsibility of the publicity director. It is a center for the distribution of tournament information. The information center should post game, referee, and event schedules, tournament standings and site maps. Participants should be able to receive general information about the local area, including local medical facilities.

A lost and found and a lost children area are valuable additions to the information center. Communications equipment should be part of the information center. Cellular phones and portable radios are valuable aids. Most of this type of equipment can be acquired from local businesses. Offer advertising in the newsletter and/or program in return for use of the equipment.

## **XXI. SCHEDULING**

Scheduling is the responsibility of the scheduling director. The scheduling director implements the method by which teams will be scheduled, devises the format of competition, and coordinates with the field director and referee administrator. When scheduling games, work to provide as many games as possible (a minimum of three games is a good rule of thumb). Decide on the amount of games that will be guaranteed each team.

**A. Method of scheduling:** There are many methods for scheduling teams. Two popular methods are random scheduling and seeding. Random scheduling is just that, random. Random scheduling must be fair in the sense that out-of-town teams must be accommodated (i.e. they should not receive the first game slot of the day), along with ensuring sufficient rest time in between games.

Seeding is more complicated and involves more work on the part of the scheduler. In order to properly seed teams, the only part of the schedule that is firm is the first round. Subsequently, teams are scheduled based on whether they have won or lost. Eventually there is a winner of the winners' bracket and a winner of the losers' bracket. These two final teams may or may not play each other for the championship.

- B. Format:** The format of competition must also be considered. The most common way is to group teams in such a manner that each plays all teams within its group. The teams then advance to the semi-finals and final game.
- C. Distribution:** Distribute the schedule as soon as it is finalized. A good lead time is at least two weeks in advance. This gives teams time to plan their own needs for carpooling, etc. Copies of the schedule should be made available to all coaches, referees, and directors.

## XXII. FINAL CHECKS

The tournament director should conduct a pre-tournament briefing with the staff which includes a thorough review of the rules, identification of trouble areas and a final checklist of tasks and who is responsible. Make any necessary corrections and improvements at this point. Conduct a review of all printed material. Ensure that times, places, and locations of events are accurate. Confirm receipt of all tournament supplies; that all goods ordered have been received.

A site inspection should be made well before the tournament as well as the day before the event. Ensure that fields are in a safe, playable condition and check surrounding conditions (i.e., have the sprinklers been shut off for the tournament, that there is no construction debris near the fields, etc.). Make any necessary corrections. Re-verify availability and the permit, and implement contingency plan in the event of field availability problems.

## XXIII. TOURNAMENT PROCESS

Once the tournament details are all set, teams are accepted and schedules sent, there are several things that must take place prior to the first ball being kicked.

- A. Coaches meeting:** This meeting should be held only if it is going to be productive for those taking the time to attend. Invite all team coaches or a representative. Review the rules and policies and resolve any last minute problems. This meeting can be part business and part social event. Refreshments help when coaches are using extra time to attend. It is most convenient for visiting coaches to have this meeting on the same day as check-in,
- B. Referee meeting:** Again, hold this meeting only if it will be productive. Review of tournament rules and policies and clarify any questionable areas. Resolve any scheduling problems. Offer refreshments and let those in attendance socialize.
- C. Team check-in:** This will require a considerable amount of volunteers. The tournament registrar is responsible for organization of this event. This is the time to verify each team's documentation in person. Verification of rosters should include matching the presently submitted roster with the original roster (sent in), against the game cards submitted, accounting for added players, and ensuring that all coaches possess signed AYSO registration forms for each player.
- D. Tournament package:** Once all paperwork is verified, tournament packages should be distributed. The tournament package should include any mementos, tournament programs, maps, schedules, flyers (clinics, other tournaments, etc.), and perhaps a tournament evaluation for each team to complete.

## XXIV. WRAP-UP

### A. Business:

**1. Staff wrap-up:** Holding a tournament wrap-up meeting within a couple of weeks after the tournament is very valuable. It will allow the staff to provide an evaluation of the tournament and make suggestions for improvements while they are still fresh in everyone's minds. The tournament director should conduct the meeting.

**2. Team tournament evaluations:** These evaluations should be reviewed and meaningful criticism and praises should be noted. The individual tournament managers should also be polled for their input. Every effort should be made to keep any criticism constructive and consider all input valuable. Save all of the input from this meeting and prepare it for next year's tournament committee.

**3. Financial disclosure:** The disposition of the profits realized is to be part of the Tournament Authorization package for next year's tournament. A final financial statement must be submitted to the National Support & Training Center within 90 days of the end of the event.

**4. Misconduct issues and reports:** The tournament director should follow-up with the visiting team's regional commissioner on any incident with coaches, players or spectators that had a negative effect on the team and/or the tournament. A preliminary telephone call, followed by any written documentation, including incident reports or referee game misconduct reports to the regional commissioner is required. Some area directors also like to receive this information

***Within 24 hours of the serious incident, it is mandatory for information to be sent by the Tournament Director to all involved parties, including RCs, ADs, SDs and the NDOT. See Serious Incident Report Form in Tournament Related Forms section of this handbook or on the Web site at [www.soccer.org](http://www.soccer.org).***

### B. Social:

An appreciation event for the volunteers is a great thank you for those who put in the time and energy to make the tournament a success. This could be done in the form of a luncheon or a dinner, or a gathering of some sort with individual recognition and lots of kudos to those who deserve them. A thank you for a job well done goes a long way toward having staff who want to return and help with the tournament next year.

## XXV. Conclusion:

A tournament should be a fun and worthwhile experience for everyone: players, parents, coaches, referees and tournament volunteers. All it takes is careful and timely planning, a lot of enthusiasm for our kids, and a love of the game!



# Anytown Tournament Organization

TOURNAMENT DIRECTOR  
Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Web Address \_\_\_\_\_ E-Mail \_\_\_\_\_

TOURNAMENT COMMITTEE  
Regional Commissioner  
Tournament Director  
Referee Administrator

ASSISTANT TOURNAMENT DIRECTOR  
Name \_\_\_\_\_  
Phone # \_\_\_\_\_

TOURNAMENT TREASURER  
Name \_\_\_\_\_  
Phone # \_\_\_\_\_

VOLUNTEER COORDINATOR  
Name \_\_\_\_\_  
Phone # \_\_\_\_\_

REFeree ADMINISTRATOR  
Name \_\_\_\_\_  
Phone # \_\_\_\_\_

DIRECTOR OF FIELD MONITORS  
Name \_\_\_\_\_  
Phone # \_\_\_\_\_

DIRECTOR OF FIELDS  
Name \_\_\_\_\_  
Phone # \_\_\_\_\_

SNACK BAR  
Name \_\_\_\_\_  
Phone # \_\_\_\_\_

Assistant Referee Administrator

Site # 1

Site # 2

Site # 3

Preparation

Maintenance

AM Crew

PM Crew



# OUTSIDE PLAYER CERTIFICATION FORM

White Copy – AYSO Coach

Yellow Copy -- USYSA

Pink Copy – AYSO National

PLAYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CLUB AFFILIATION: \_\_\_\_\_

PLAYER ID NUMBER: \_\_\_\_\_ PLAYER'S AGE: \_\_\_\_\_ DOB: \_\_\_\_\_

PLAYER'S MOST RECENT CONCLUDED SEASON PARTICIPATION: \_\_\_\_\_

PLAYER'S MOST RECENT CONCLUDED SEASON PARTICIPATION DIVISION:

U10  U12  U14  U16  U19 Flight:  Bronze  
 Silver  Gold

CLUB PRESIDENT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

COACH'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

AYSO TEAM NAME: \_\_\_\_\_ DIVISION: \_\_\_\_\_  BOYS /  GIRLS

AYSO COACH'S NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

I certify that the above named player's information is correct, his/her age has been verified, and is eligible to participate on the above AYSO team as an "outside player". I further certify that the named player is currently registered in the above named club, and is covered by said club's player insurance policy.

CLUB COACH'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CLUB PRESIDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AYSO REGIONAL COMMISSIONER: \_\_\_\_\_ DATE: \_\_\_\_\_





## REPORT OF SERIOUS INCIDENT (TOURNAMENT PLAY)

This form ***MUST*** be used ***BY THE TOURNAMENT DIRECTOR*** to report whenever the following occurs:

1. *Fighting occurs between players*
2. *Fighting occurs between adult coaches, parents, or spectators*
3. *Fighting occurs between a coach(s) and a player(s), parent(s) and a player(s), spectator(s) and a player(s)*
4. *Any member of the referee team is verbally threatened or physically attacked*
5. *Law enforcement is called to preserve or restore order.*

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
TOURNAMENT: \_\_\_\_\_  
LOCATION: \_\_\_\_\_ STATE: \_\_\_\_\_  
SECTION: \_\_\_\_\_ AREA: \_\_\_\_\_ SPONSORING REGION (S) #: \_\_\_\_\_  
SPONSORING REGION (S) NAMES: \_\_\_\_\_

**TEAMS INVOLVED IN INCIDENT:** Boys: \_\_\_\_\_ or Girls: \_\_\_\_\_

1. REGION (S) #: \_\_\_\_\_ REGION (S) NAME: \_\_\_\_\_ DIV.: \_\_\_\_\_  
TEAM NAME: \_\_\_\_\_  
COACH'S NAME: \_\_\_\_\_

2. REGION (S) #: \_\_\_\_\_ REGION (S) NAME: \_\_\_\_\_ DIV.: \_\_\_\_\_  
TEAM NAME: \_\_\_\_\_  
COACH'S NAME: \_\_\_\_\_

**DESCRIPTION OF INCIDENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITNESS #1: \_\_\_\_\_ WITNESS #2: \_\_\_\_\_  
(Use Back side for additional witnesses **and/or contact information**)

POLICE REPORT TAKEN? YES \_\_\_ NO \_\_\_ If "YES" REPORT #: \_\_\_\_\_

OFFICER TAKING REPORT: \_\_\_\_\_ BADGE #: \_\_\_\_\_

**REPORTING REQUIREMENTS:** *Must immediately contact in person, your Section Director, RC, and AD and send copy of report to RC's involved, your RC, AD, SD, National Director of Tournaments, and the National Support and Training Center.*

TOURNAMENT DIRECTOR: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

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# American Youth Soccer Organization Tournament Authorization Form

Name of Tournament \_\_\_\_\_

Hosting Region/Area/Section \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Scope\* \_\_\_\_\_

\*Scope is defined: **Area** (open to AYSO teams from Area only), **Section** (open to AYSO teams from Section only) **AYSO Invitational** (AYSO teams only), **AYSO Open Invitational** (AYSO and non-AYSO teams), **International** (AYSO, non-AYSO and international teams – in compliance with USSF policies).

Tournament Director Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax # \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date(s) of Tournament \_\_\_\_\_ Age Divisions \_\_\_\_\_

Tournament Location (City) \_\_\_\_\_ Fee \_\_\_\_\_ No. of Teams \_\_\_\_\_

List Tournament on AYSO Web site  Yes  No Web Address \_\_\_\_\_

List Tournament in Tournament Talk  Yes  No Phone # to publish \_\_\_\_\_

**Please send this form with the items listed below for the appropriate authorizing signatures.** Tournament scope determines authorizing level. **Area** = Area Director, **Section** = Area Director and Section Director, **AYSO** or **Open Invitational** and **International** = Area Director, Section Director and NSTC. Form/materials should be submitted at least three months prior to tournament date. Tournament cannot be authorized without this information. When authorized, a confirmation letter will be mailed from the NSTC.

**\*Tournament Invitation – information to invitees, including plans for profit spending**

**\*Budget and verification of AYSO National Accounting Program account**

**\*Financial Statement from previous year's tournament (if held) showing income, expenses and profit (loss) and disposition statement of any profits (what profit spent on)**

**\*Tournament Organization (staff or board list)**

**\*Tournament Rules and Regulations – must include alternate “rain date” and/or refund policy if tournament were to be canceled**

**\*Referee Plan – how officiating of tournament will be covered**

Will tournament include any regulation length games that could be used for referee upgrades or assessments?  Yes  No

**I have reviewed for conformity to the Tournament Handbook and hereby authorize this tournament.**

\_\_\_\_\_  
Signature of Regional Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Area Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Section Director

\_\_\_\_\_  
Date

National Director of Tournaments initials and date of approval: \_\_\_\_\_

**[Note: Date received at NSTC \_\_\_\_\_ Date forwarded to the National Director of Tournaments \_\_\_\_\_]**

Refund Policy Statement (required by AYSO): A full refund will be issued if the tournament is canceled and cannot be rescheduled. If a team withdraws from the tournament 30 days or more prior to the tournament, a full refund is given. If less than 30 days, no refund required unless a replacement team is found.





# TOURNAMENT APPLICATION CHECKLIST

\_\_\_\_\_ *DATE RECEIVED BY SECTION DIRECTOR* \_\_\_\_\_ *DATE FORWARDED TO AYSO NATIONAL OFFICE*

**Note:** Submit **2 Copies** of the Application **a Minimum of 3 months prior to date of tournament.**

## **1. Tournament Authorization Form**

- Hosting RC(s) signature(s)
- Area Director signature

## **2. Tournament Invitation**

- General Information*
- Tournament Purpose*
- Dates
- Scope: \_\_\_Area \_\_\_Sectional \_\_\_AYSO Invitational \_\_\_Open
- Divisions
- Location of Fields
- Registration Fee
- Referee Deposit
- Minimum 3 Games Guaranteed (Unless Team Forfeits or Other Unforeseen events)
- No. of Games for Full Referee Team Refund
- Region Account Preference
- Refund Policy: *Tournament cancelled full refund*
- Awards Explained
- Use of Proceeds Explained
- Provision for Medical Emergencies (EMTs, Ambulance on site, etc.)

### Team Application

- Team & Coach Info \_\_\_Team Contact \_\_\_Team Rating

### Referee Team Form

- Referee Info
- Badge
- Level of Match
- Ref. Administrator Approval

### Team Roster Form

- Region Info
- Player Id No.
- Player Info
- RC(s) Signature(s)
- Tee Shirt Order Form
- Tournament Talk Listing Information*

## **3. Tournament Budget**

- Last year's Income Statement (Actual)
- This Year's Budget
- Planned use of Proceeds
- Adequate Breakdown of Financials
- Uses Region NAP Account



#### 4. **Tournament Organization**

- Tournament Director
  - Address
  - E-mail
  - Phone Number
- Tournament Registrar
  - Address
  - E-mail
  - Phone No.
- Tournament Treasurer
  - Phone No.
- Tournament Referee Administrator
  - E-mail
  - Phone Number
  - Scheduler
  - Field Coordinator

#### 5. **Tournament Rules**

- No. of Guest Players Allowed
- Registered AYSO Players
- Registered Club Players if Open Tournament
- AYSO Season Defined
- Defers to Section & National Rules
- Proper AYSO / Club Uniform
- No Long Nails, Jewelry
- Co-ed Teams Allowed?           What Divisions? \_\_\_\_\_
- Qtr Subs in U10 thru U14
- Qtr Subs In U16 & U19
- Free Subs in U16 & U19
- Playing Time Monitored By Tournament Staff
- Using Eighths
- Other
- Tournament Game Format
- Game Length
- Overtime/Shootouts Explained
- Advancement to Finals Explained
- Tie Breaker System Explained
- Sportsmanship Competition
- Sportsmanship Affects Standings
- Point System Explained
- Disciplinary Actions Explained

#### 6. **Referee Plan**

- Role of Local Refs Explained
- 3 Referee System for All Games
- Proper Ref Attire Required
- Referee Competency Requirements
- Min. Ref. Qualifications For U16 & U19 Games
- Refund Requirements Explained
- Partial Refunds Given
- Referee Refunds within 14 days





## Tournament Income and Expense Statement

Notes:

1. Tournament funds must conform to the National Accounting Plan (NAP).
2. All necessary signatures are mandatory for tournament approval.
3. This years projected budget must be sent with tournament application.
4. The actual budget income and expense form shall be forwarded to the tournament director, regional commissioner, area director, section director, and national tournament director within 90 days from the completion of the tournament.

**Date:** \_\_\_\_\_

**Tournament:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

	Last Year Actual Budget Year _____	This Year Proj. Budget Year _____	This Year Actual Budget Year _____
<b>Estimated Income:</b>			
58.11A Team Registration Fees ( A )			
58.11B Team Registration Fees ( B )			
58.11C Referee Deposits			
58.19 Concessions			
58.19 Sales ( T-shirts, Pins, etc. )			
58.12 Sponsors & Contributions			
58.14 Fundraising			
<hr/>			
<b>58.1 Total Estimated Income (I)</b>			
<b>Estimated Expense:</b>			
58.42 T-shirts			
58.46 Awards ( Trophies, Medals, Pins )			
58.44 Field Expenses			
58.43 Field Supplies			
58.45 Water, Food ( Referees, Staff )			
58.49 Programs			
58.47 Postage, Copies, Misc. Supplies			
58.45 Concession Supplies			
58.45 Referee Deposit Refunds			
58.45 Team Refunds			
58.44 Medical Staff			
58.44 Medical Supplies			
58.41 Fund Raising Expenses			
58.99 Miscellaneous			
58.99 Contingency			
<b>58.2 Total Estimated Expense (E)</b>			
<b>58.3 Estimated Profit ( Loss ) (I-E)</b>			

**SIGNATURES:**

**Tournament Director:** \_\_\_\_\_ **Tournament Treasurer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Hosting Regional Commissioner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Area Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Section Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**National Director of Tournaments:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Profits are dispersed in the following way:** \_\_\_\_\_

**AYSO NAP Account Bank Name:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_



# AMERICAN YOUTH SOCCER ORGANIZATION

*a nonprofit corporation dedicated to youth soccer*

## TOURNAMENT TIMETABLE

<u>ACTIVITY</u>	<u>TIMING</u>
1. <b>Begin Planning Your Tournament</b> Get Section Support, Commitment & Approval Determine purpose & fund raising goal Select Tournament Director & Key Staff Select Dates	15 mos. before planned date
2. <b>Determine No. of Fields Available &amp; Reserve Them</b> Determine Location, Scope, Size of Tournament, Format, & Age Divisions	Not less than 12 months before
3. <b>Prepare Tournament Application to AYSO</b> Identify costs & entry fee level needed Prepare Budget & Tournament Rules Submit to SC, then NTD	13 mos. before
4. <b>Upon National Office Approval, Begin Publicizing Tournament on the Web, Mailing Tournament Notice to RC's, Tournament Applications to Coaches</b>	Not less than 10 mos. before
5. <b>Hold Tournament Staff Meetings</b>	Monthly 9 mos. before, Bi-monthly 6 mos. before Weekly 4 weeks before
6. <b>Begin securing Tournament Sponsors</b>	Not less than 12 mos. before
7. <b>Determine Tournament Awards &amp; Logo, Order Pins, Tee-Shirts, Flipping Coins, Medals And/Or Trophies</b>	Not less than 6 mos. before
8. <b>Arrange Concessions, Porta-Pottys, EMT's Goals, Custodians, Rentals</b>	Not less than 3 mo. before
9. <b>Prepare Game Schedule &amp; Arrange Final Referee Game Assignments</b>	Not less than 6 weeks before
10. <b>Mail Tournament Packages to Teams</b>	Not less than 3 weeks before
11. <b>Layout &amp; Paint Fields</b>	Not less than 2 weeks before
12. <b>Arrange for Press Coverage</b>	Not less than 2 weeks before
13. <b>Hold Tournament Coaches' &amp; Referee Meetings,</b>	Not less than 1 week before
14. <b>Hold Tournament Wrap-up Meeting &amp; Staff Dinner</b>	Within 2 weeks after
15. <b>Return Referee Deposits/Refunds</b>	Within 2 weeks after
16. <b>Finalize Income &amp; Expense; Prepare Report Send to SD, &amp; NTD</b>	Within 90 days after

# Tournament Income and Expense Form



- Notes: 1. Tournament funds must conform to the National Accounting Plan (NAP).  
 2. All necessary signatures are mandatory for tournament approval.  
 3. This years projected budget must be sent with tournament application.  
 4. The actual budget income and expense form shall be forwarded to the tournament director, regional commissioner, area director, section director, and national tournament director within 90 days from the completion of the tournament.

	Last Year Actual Budget Year _____	This Year Proj. Budget Year _____	This Year Actual Budget Year _____
<b>Estimated Revenues:</b>			
11 Registration Fees (see bottom right)			
12 Sponsors & Contributors			
14 Fund-raising activities			
15 Interest Income			
19 Other (Describe)			
_____			
_____			
<b>Total Estimated Revenues (R.)</b>			
<b>Estimated Expenditures:</b>			
40 Payments to AYSO			
41 Fund-Raising Expenses			
42 Uniforms/Players & Officials			
43 Soccer Equipment & Storage			
44 Field Expenses			
45 Play-off Expenses			
46 Awards, Trophies, Scholarships			
47 Postage, Bank Fees, Misc. Supplies			
48 Travel, Phones, Meetings			
Section Meeting			
National Meeting (NAGM)			
49 Ads, Newsletters, Photos, Yearbook			
50 Clinics (Coaches & Referees)			
99 Other (Describe)			
Medical Personnel			
_____			
_____			
<b>Total Estimated Expenditures (E)</b>			
<b>Estimated Cash Increase (Decrease) (R-E)</b>			
<b>Cash Balance From Prior Season:</b>			
<b>Estimated Ending Fund Reserve:</b>			

SIGNATURES:

Tournament Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

Hosting Regional Commissioner: \_\_\_\_\_

Date: \_\_\_\_\_

Area Director: \_\_\_\_\_

Date: \_\_\_\_\_

Section Director: \_\_\_\_\_

Date: \_\_\_\_\_

National Director of Tournaments: \_\_\_\_\_

Date: \_\_\_\_\_

Profits are dispursed in the following way: \_\_\_\_\_

AYSO NAP Account Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_



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