



EASTERN NEW YORK YOUTH SOCCER ASSOCIATION

265 Sunrise Highway, Suite 38, Rockville Centre, NY 11570

Phone: 1-888-5-ENYSA - Fax: 516-678-7411

www.ensoccer.com

The Game for All Kids!

Application to Host a Tournament or Games Procedure

When applying to host a tournament or games, the following procedure is taken:

1. The Application to Host a Tournament or Games **must be completed by the tournament director or a club representative** and **submitted to your League** for approval.

Note: You have 60 days from date of the tournament/games to submit the Application to Host a Tournament or Games to your league.

2. After your League approves the Application to Host a Tournament or Games, ENYSA receives the application from your League office and reviews it.
3. The following criteria **must** be met to obtain an approved Application to Host a Tournament or Games:

- a copy of the tournament rules is attached.
- the application is received by the state office at least 30 days prior to start of tournament/games.

Note: Any application received by the State Office within 30 days of the start of the tournament must be accompanied with a check for \$250.00, payable to Eastern New York Youth Soccer Association (ENYSA).

- the club website has the ENYSA and US Youth Soccer trademark logos displayed with a link to ensoccer.com and usyouthsoccer.org.

Note: Please be aware of the US Soccer Federation bylaw603.INTERPLAY, Section 3.

- if the tournament or games is held at an indoor or for-profit facility, applications for these tournaments should be accompanied by a Certificate of Insurance naming ENYSA additional insured.
- the listed tournament director and designate official of hosting organization must be Risk Management cleared.
- if the tournament is listed as unrestricted, it must list the US Soccer members in which the tournament is open to.
- if the tournament is listed as an International Tournament, it must list international teams that are invited and the application to host must be accompanied by US Soccer Application to Host Foreign Teams.
- the application is stamped by the league.





TOURNAMENT HOST CONTRACT

I _____ as tournament director for the

_____ tournament which will be held on the date(s) _____

_____ have read and do hereby agree to abide by all the rules and regulations set forth by U.S. Youth Soccer Association, Eastern New York State Youth Soccer Association and the Long Island Junior Soccer League, Inc. pertaining to hosting a tournament.

Signed: _____

Print Name: _____

Date: _____

Hosting Club President: _____

Print Name

Signature

IN ORDER TO COMPLETE YOUR APPLICATION TO HOST YOU MUST SUBMIT:

1. THE APPLICATION TO HOST 2 PART FORM

2. THE TOURNAMENT OR GAMES HOSTING AGREEMENT TWO PAGES

3. THIS TOURNAMENT HOST CONTRACT PAGE

4. THE TOURNAMENT RULES

AFTER THE TOURNAMENT YOU MUST SUBMIT YOUR POST TOURNAMENT REPORT

LIJSL PERMISSION TO HOST A TOURNAMENT PROCEDURES

TOURNAMENT PROCEDURES

1. All clubs wishing to host either an indoor or outdoor tournament must send a representative to the tournament control meeting.
2. Tournament dates will be approved on the basis of seniority. e.g. Clubs that have held tournaments in the past on certain dates will have first choice for the same dates.
3. All travel tournaments **must** use current USSF certified referees and a USSF certified assignor.
4. Tournament applications must specify if there will be no refunds, due to inclement weather.

TOURNAMENT SITE PROCEDURES

1. Tournaments cancelled prior to the tournament date(s), due to lack of participation, lack of field availability, or other reasons must refund 80% of tournament fees to teams who have applied. If the tournament is cancelled during the tournament dates due to inclement weather the refund policy must be clearly outlined in the tournament application.
2. All tournaments must have trainers on site. If trainers are assigned to two sites those sites cannot be more than 5 minutes apart and the trainer must have either a mobile phone or walkie-talkie so the he or she can be reached immediately. Said trainer should be easily recognizable by wearing something to distinguish them as the trainer..
3. Each site must leave accessibility to the fields so that an ambulance or any other emergency vehicle can get to the site immediately.
4. Each site must have a field coordinator at all times. Said coordinator should be easily recognizable by wearing something to distinguish them as the field coordinator.
5. Each site field coordinator must have either a mobile phone or a walkie-talkie to use in case of emergencies.
6. **If the tournament is using golf carts, no one without a valid driver's license may operate said carts. No person(s) may ride standing up on the back of said carts.**

TOURNAMENT RULES PROCEDURES

- 1 . All players must have valid laminated player ID passes.
 - a) Guest players must have guest player release forms, signed by the league registrar. Guest players will not have temporary passes issued by the league office. **Guest player forms must be submitted to the league office 2 weeks prior to the tournament.**
 - b) Intramural players, playing in a travel tournament must have an intramural player form, signed by the league registrar. **Intramural player forms must be submitted to the league office 2 weeks prior to the tournament.**
3. The league will not issue temporary passes for tournament play, unless the player is serving a red card suspension and the league arbitration board authorizes the issuance of a temporary player pass.
4. For intramural tournaments. Tournaments must require player rosters signed by the club president or registrar to verify that all the players are insured.
5. All players must have notarized medical release forms.

**ALL SANCTIONED TOURNAMENTS MUST SEND
A COPY OF THEIR APPLICATION TO THE LEAGUE OFFICE**



Eastern New York Youth Soccer Application to Host a Tournament Documentation Checklist

- ☐ Application completed and signed
 - ☐ ENYYSA-affiliated member league approved signature
- ☐ Tournament or Games Hosting Agreement completed and signed
- ☐ Tournament or Games rules attached

It is recommended to submit your application **to your league** at least 60 days prior to the game or first match of the tournament.

Any application received by the State Office within 30 days of the start of the tournament must be accompanied with a check for \$250.00, payable to Eastern New York Youth Soccer Association (ENYYSA).



Please Type or Print Clearly – Do Not Staple

APPLICATION TO HOST A TOURNAMENT OR GAMES

Name of Tournament or Games _____ Website URL: _____

Hosting Organization _____ Type of Tournament: ☐ Select ☐ Recreational ☐ Select & Rec

Designate Official of Hosting Organization _____ Title _____ Phone () _____ W

Address _____ Email _____ Phone () _____ H

City _____ State _____ Zip Code _____ Phone () _____ FAX

State Association or Affiliate _____ Guest Referees Applications Accepted ☐ Yes ☐ No

Location of Tournament or Games _____ **TEAM ENTRY DEADLINE:** _____

Date(s) of Tournament or Games _____ Estimated # of Teams _____

Tournament or Games Director or Contact Person _____ Phone () _____ W

Address _____ Email _____ Phone () _____ H

City _____ State _____ Zip Code _____ Phone () _____ FAX

Age Groups Accepted				Type(s) of Team Accepted *	B	G	Roster Size	# Guest Players Allowed	Length of Games	# Players on Field	Awards	Minimum # of Games	Entry Fee	Bond
U-		1/1/			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-		1/1/			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-		1/1/			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-		1/1/			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-		1/1/			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-		1/1/			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-		1/1/			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-		1/1/			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-		1/1/			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-		1/1/			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>

*List of types of teams and tournaments is on reverse side of this form.

- ☐ **RT RESTRICTED TOURNAMENT** –Open only to members of US Youth Soccer and its State Associations.
- ☐ Team will be restricted to teams within the state association ☐ Teams will be invited from all US Youth State Associations/Affiliates only.
- ☐ **UT UNRESTRICTED TOURNAMENT** Other US Soccer Members as listed: _____
- ☐ International
- ☐ Teams as listed: _____

The Hosting Organization agrees to be bound by and comply with the terms contained in the TOURNAMENT AND GAMES HOSTING AGREEMENT and all applicable rules of the approving State Association or Affiliate.

Signature of Designated Official of Hosting Organization _____ Date _____

APPROVAL

(For Official Use Only)STATE ASSOCIATION OR AFFILIATE _____ Date _____

By _____ Title _____

RECOMMENDED DEFINITIONS OF TEAMS AND TOURNAMENTS

(Place corresponding letter in appropriate space on application.)

TYPES OF TOURNAMENTS

UT UNRESTRICTED TOURNAMENT: A tournament that is open to all Federation affiliated participants. Any tournament that allows international participants must be an Unrestricted Tournament.

RT RESTRICTED TOURNAMENT: A tournament that is open only to members of US Youth Soccer and its State Associations.

SELECT TEAMS (teams formed by a selection or tryout process):

- S1** generally a team which competes at the highest level of play in a state or region
- S2** generally a team which competes at other than the highest level of play in a state or region
- S3** generally a team which competes in a local area or state

TOURNAMENT SELECT TEAMS

- S4** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes select players who are members of one club.

RECREATIONAL TEAMS

- RT** a team which was formed in a random nature without regard to players' abilities.

US YOUTH SOCCER OLYMPIC DEVELOPMENT PROGRAM

ODP TEAM: the official US Youth Soccer Olympic Development team of US Youth Soccer, any of its regions, a State Association, an Affiliate, other Organization Member, or any district or geographical subdivisions thereof.

NATIONAL TEAM: the official national team of US Soccer or any other member of FIFA.

APPLYING TO HOST RESTRICTED TOURNAMENT(S) OR GAME(S)

These procedures apply when hosting **ONLY** US Youth Soccer State Association or US Youth Soccer Affiliates teams for tournaments or games.

Applications, agreements to host and other required information must be submitted as provided by the designated approving association or affiliate to include:

Not later than the date established by the State Association or Affiliate for submitting an *Application to Host a Tournament or Games*, the hosting organization must submit to its State Association or Affiliate and, if any game is to be played in another State Association or Affiliate, to that other State Association or Affiliate, for approval a completed *Application to Host a Tournament or Games* signed by the designated official of the hosting organization and the following items:

- a) a completed US Youth Soccer *Tournament or Games Hosting Agreement*, with appropriate supporting documents and information, signed by the president or chief officer or designee of the hosting organization and by the tournament or games director;
- b) a copy of the approved Rules for the Tournament or Games; and
- c) any fees required by the State Association or Affiliate for processing the application. **Incomplete applications will be returned and considered as not having ever been submitted.**

The State Association or Affiliate is not required to approve any application not submitted by the deadline established by the State Association or Affiliate. Any application which is not submitted in a timely manner may be subject to late fees if approved. The team must contact its State Association for its specific policies and fees.

The State Association or US Youth Soccer Affiliate shall make a determination as to whether or not they will sanction the tournament or games in accordance with the policies they have established within their organization for the sanctioning of tournaments or games.

APPLYING TO HOST UNRESTRICTED TOURNAMENTS INCLUDING INTERNATIONAL TEAMS (TEAMS FROM OUTSIDE THE UNITED STATES) AND OTHER FEDERATION ORGANIZATION MEMBERS

The provisions below are **in addition** to those required as stated in Section 4 above for hosting a tournament. All provisions stated in Section 4 above must also be complied with. For all Tournaments and games involving international teams the Rules for the Tournament or Games:

- a) Must provide for a point system of 3 points for a win, 1 point for a tie, and no points for a loss.
- b) In any age group older than 16 years of age, the Rules MUST specify FIFA limited substitution rules;

The completed US Soccer forms Application to Host a Tournament or Games Involving Foreign Teams and Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act, must be submitted and approved by the hosting State Association or US Youth Soccer Affiliate and any additional fees required by the State Association, Affiliate and/or the United States Soccer Federation for processing the application.

For all teams that are not members of US Youth Soccer or a US Youth Soccer Affiliate, Proof of medical and liability insurance must be provided by their organization of registration



US Youth Soccer

TOURNAMENT OR GAMES HOSTING AGREEMENT

In consideration of permission being granted to _____ to hold a tournament

or games at _____
(Hosting Organization) (City) (State)

On the dates of _____, 20____, we agree to the following conditions:

ABIDE BY RULES: We shall abide by all statements made in our approved US Youth Soccer *Application to Host A Tournament or Games*, in our tournament invitation, in our tournament rules, in the US Youth Soccer *Travel and Tournament Policy* and in this US Youth Soccer *Tournament or Games Hosting Agreement*. We agree that all decisions regarding acceptance of teams into a tournament shall be fairly and impartially made and shall not be based upon race, creed, color or national origin and that we will not advertise by any means the tournament or games until all approvals are received.

INVITATIONS: The tournament or games approval form shall accompany all tournament or games invitations distributed.

HOUSING: We agree that we will not require a team to use only accommodations approved or provided by the hosting organization or other organization, unless disclosure is made on the tournament application form of the required hotel/motel names and the guaranteed rates.

PROCURING LIABILITY INSURANCE: We have procured liability insurance coverage for the tournament or games with limits of not less than \$1,000,000/\$2,000,000 which names the State Association or Affiliate with which the Hosting Organization is a member. A copy of the certificate of insurance, IF REQUIRED, is attached issued by _____.

REQUIRING MEDICAL AUTHORIZATIONS: We shall require all teams participating in the tournament or games to provide medical releases for each player in an appropriate form. These authorizations shall be reviewed by the Hosting Organization at registration and kept in the possession of a team official.

ADVANCE PUBLICATION OF RULES: We agree that our tournament or games rules shall be included with the invitation sent to each team and shall, again, be published to all teams accepted prior to the start of the tournament/games.

CREDENTIALS CHECKS: We agree that we shall conduct credentials checks to ensure that all players are registered with US Youth Soccer or US Soccer or a member thereof or their national association, properly rostered with their team, and participating in accordance with representations set forth on the US Youth Soccer *Application to Host a Tournament or Games*. We agree that we will not modify or mark in any way original rosters or member passes; and will not register any player, coach, or team official or issue any member pass.

USE OF US SOCCER REGISTERED REFEREES: We agree that we shall use for all games only US Soccer registered referees who are in good standing (unless US Soccer has granted a waiver to allow the use of authorized referees from another country), and shall use a one- or 3-referee system. We intend to use a 3-referee system for the following age groups: _____. There will be an adequate number of US Soccer registered referees available in the area during the tournament or game dates to cover the scheduled games. We have selected the following assignor to assign referees for the tournament or games (NOTE: ONLY US Soccer certified assignors may be used.): _____.

Name Nick Apostolides Phone 631 648-8877 W
Address 701-9 Koehler Aveune Email lisra@ix.netcom.com Phone () _____ H
City Ronkonkoma State NY Zip 11779 Phone 631 648-8875 Fax _____

AVAILABILITY OF POLICE AND RESCUE SERVICE: We have notified the local police, ambulance, and emergency rescue services of the date of the tournament or games and the times and fields which will be used for games, and have been advised by them that they will be available to render assistance if needed. We will use the following method(s) of contacting emergency services _____.

- Spell out the disciplinary measures to be imposed for the issuance of red and yellow cards or other improper conduct;
- indicate what procedures will be followed regarding protests and appeals;
- indicate that all disciplinary measures imposed by hosting organizations shall be limited to placing restrictions upon an individual's group participation in the tournament/games;
- record the issuance of all red and yellow cards and other matters involving the conduct of a team, its players, coaches, and supporters and also report them immediately to the home State Association and the home club/league of the team; and
- state that the home State Association or member thereof and the home club or league shall, except in the case of referee assault or abuse, have the responsibility for imposing, should circumstances warrant, additional penalties within their respective jurisdictions with regard to any matters arising from the tournament or games.

TOURNAMENT CANCELLATION: We agree that our tournament or game rules shall state what refunds, if any, shall be made to participating teams if all or a portion of the tournament or games is cancelled by the hosting organization for any reason.

POST TOURNAMENT OR GAMES REPORT: We agree that we shall file any required Post Tournament or Games Report with the State Association or Affiliate granting us permission to host this tournament or games within 30 days after the conclusion of the tournament or games. We understand that failure to file the report may preclude the tournament/games host from receiving approval for any tournament/games for the following seasonal years until the report is filed. The Post Tournament or Games Report shall include the following information:

- the number of teams participating in each age group (boys and girls);
- if a champion is determined, the name of the champion for each group;
- the number of teams from each State Association, Affiliate, other Organization Member, or foreign country;
- if "Sportsmanship Awards" are given, the criteria for the award and to whom awards were given;
- the number of fields used for the tournament/games;
- the name of the sponsor, if any; and
- the names and teams of all players issued red and yellow cards, and details of any other matters involving the improper or unsporting conduct of a team, its players, coaches or supporters. **NOTE: Any incident of referee assault or referee abuse by a player, coach, manager, club official, or game official must be reported to the alleged offender's home State Association, or member thereof immediately, but in no event later than 48 hours after an incident of referee assault or abuse..**

Signature of Hosting Organization Designated Official

Signature of Tournament or Games Director

Date

Date

Hosting Organization _____ Phone () _____ W
Address _____ Email _____ Phone () _____ H
City _____ State _____ Zip _____ Phone () _____ Fax

Tournament or Games Headquarters _____ Phone () _____ W
Address _____ Email _____ Phone () _____ H
City _____ State _____ Zip _____ Phone () _____ Fax



EASTERN NEW YORK YOUTH SOCCER ASSOCIATION

265 Sunrise Highway, Suite 38, Rockville Centre, NY 11570

Phone: 1-888-5-ENYYSA - Fax: 516-678-7411 - email: enyoffice@enysoccer.com

www.enysoccer.com

The Game for All Kids!

Tournament Promotion!

At the August 2012, Annual General Meeting the Leagues requested ENYYSA to provide this value added service to members for FREE. What we do:

- Display your banner ad for as much as 120 days in advance of your event!
- Send email blasts about your event to EVERY applicable TRAVEL team coach in the state.
- Reduce your advertising expenses significantly.
- Make simple to use our service! Simply prepare the attached "Tournament Promotion" application and submit through our State Office any weekday between 8AM and 4PM.
- Guarantee that our mail distribution list is 100% accurate and contains only active coaches that meet your target market with no waste and no unnecessary costs.

Contact:

For more information contact the Eastern New York Youth Soccer Association office at: 1-888-5-ENYYSA or by e-mail at enyoffice@enysoccer.com.

LIJSL also offers free email blasts simply send your pdf or jpeg to sarahc@lijsoccer.com once your tournament has approved sanctioning and we will send a blast to the appropriate age group coaches once a week.

FIFA
US Soccer
US Youth Soccer
ENYSSA
Big Apple Soccer League
Capital District Youth Soccer League
Central New York State Youth Soccer League
Cosmopolitan Junior Soccer League
East Hudson Youth Soccer League
Hudson Valley Youth Soccer League
Long Island Junior Soccer League
Metrokids Inter-Regional Soccer League
Mid State New York Soccer League
Staten Island Youth Soccer League
Westchester Youth Soccer District





Tournament Promotion



Tournament Promotion Contract

Tournament Name			
Tournament Date(s)			
Club Name			
League			
Contact Name			
Website Address			
E-mail			
Phone	() ()		
Dates for Email Blast:	1)	2)	3)

Free service to our members!

Agreement: I contract Eastern New York Youth Soccer Association (ENYYSA) to advertise my sanctioned US Youth Soccer tournament. ENYYSA will email coaches on the dates indicated above (maximum number of email blasts equal to 3). I will email a banner (jpeg format, with dimensions of EXACTLY 500 x 100 pixels*) and a flyer to asherwood@enysoccer.com. The banner will be placed on ENYYSA website www.enysoccer.com and flyer will be emailed to registered travel coaches.

Signature	
Date	

*ENYYSA will not post banners that are not 500 x 100 pixels. ENYYSA reserves the right to edit the size of the banner, not content, to optimize advertising on ENYYSA website.

State Approval:

Date Approved	Authorized By:
	Permission to Host on File? YES NO