

**Subject: AED Requirement for**

Dear [Tournament Organizers/Committee],

I hope this email finds you well. As we prepare for the upcoming \_\_\_\_\_, I would like to emphasize the importance of safety measures during the event. Specifically, we require that an Automated External Defibrillator (AED) be available on-site throughout the duration of the tournament.

**Reasons for Requesting an AED:**

1. **Emergency Preparedness:** Having an AED readily accessible can significantly improve the chances of survival in case of sudden cardiac arrest (SCA).
2. **Player and Spectator Safety:** Our top priority is the well-being of our players, coaches, referees, and spectators. Having an AED on hand ensures that we are well-prepared for any medical emergencies.
3. **Compliance with Regulations:** New York State, as well as Eastern New York Youth Soccer Association (ENYYSA), and local authorities require AEDs at youth soccer events. By providing an AED, you demonstrate your commitment to safety and compliance.

**Logistics:**

- We propose placing the AED in a central location, easily accessible to all participants and staff.
- Trained personnel should be available to operate the AED if needed.

**Assurances:**

- We understand that the safety of the participants (teams, players, coaches, referees and fans) is of utmost importance to [Tournament Name]. Therefore, we kindly request your confirmation that an AED will be present at the tournament venue. **By signing below where indicated, you acknowledge to ENYYSA that you will have at least one operational AED on site throughout the entire tournament. Your acknowledgement will be relied on by ENYYSA and all participants and spectators.**

Thank you for your attention to this matter. We appreciate your efforts in ensuring a safe and enjoyable soccer tournament for everyone involved.

Sincerely,

\_\_\_\_\_  
[Your Name] [Your Title/Role] [Contact Information]

**Acknowledged by:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

[Your Name]

\_\_\_\_\_  
[Your Title/Role]

\_\_\_\_\_  
[Contact Information]



The Game for All Kids!

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## EASTERN NEW YORK YOUTH SOCCER ASSOCIATION

167 Nassau Blvd, Garden City South, NY 11530-5582

Phone: 516-766-0849 -Fax: 516-678-7411

[www.enysoccer.com](http://www.enysoccer.com)

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EFFECTIVE JULY 1, 2021

TO: League Presidents and Administrators

RE: Tournament Hosting Application

As of July 1, 2021, when submitting a Tournament Hosting Application to be sanctioned by ENYSA, clubs will also need to submit the following:

1. \$150 nonrefundable fee for under 100 teams
2. \$250 nonrefundable fee for 100-199 teams
3. \$350 nonrefundable fee for 200 or more teams

In addition, a bond of \$250 is to be included in the application for submission of a Post Tournament Report after the event. This bond will only be refunded if the Post Tournament Report is submitted within 30 days of tournament completion.

All fees and bond must be submitted with application. The approved sanctioned hosting agreement must be displayed on all advertisements and website. There is to be no advertising of the event before it is sanctioned as per US Soccer Federation Bylaws 603. INTERPLAY. Failure to comply will result in automatic disqualification.

Thank you,

Mike Segreto  
Tournament Chairman



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### 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, ENVSA receives the application from your League office and reviews it.
3. The following criteria!!!!!! 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 (ENVSA).
- the club website has the ENVSA and US Youth Soccer trademark logos displayed with a link to [ensoccer.com](http://ensoccer.com) and [usyouthsoccer.org](http://usyouthsoccer.org).  
Note: Please be aware of the US Soccer Federation bylaw603.INTERPLAV, Section 3.
- if the tournament or games are held at an indoor or for-profit facility, applications for these tournaments should be accompanied by a Certificate of Insurance naming ENVSA additional insured.
- the listed tournament director and designate official of hosting organization must be Risk Management cleared and have completed the Abuse Training.
- 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.



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"/>
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 above under "Applying to Host Restricted Tournaments or Games". All those provisions so stated above must also be complied with.

For all tournaments and games involving international teams (teams from outside the United States), the Rules for the Tournament or Games must comply with the following substitution requirements. For matches involving players under 16 years of age, the number of substitutions allowed is as provided by the Rules of the Tournament or Game. For all other matches, the number of substitutions is as agreed to prior to the match and the referee is informed prior to the match of that number. The number agreed to can be as provided in the Rules of the Tournament or Game.

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 per occurrence/\$2,000,000 aggregate and on Umbrella Liability Policy with minimum limits of not less than \$5,000,000 per occurrence/\$5,000,000 aggregate 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 (paper or electronic). These authorizations shall be reviewed by the Hosting Organization at registration and kept in the possession of a team official at all times.

**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 \_\_\_\_\_ Phone ( ) \_\_\_\_\_ W  
Address \_\_\_\_\_ Email \_\_\_\_\_ Phone ( ) \_\_\_\_\_ H  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_ 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 \_\_\_\_\_

**TOURNAMENT OR GAME RULES – BEHAVIOR:** We agree that our tournament or game rules contain provisions ensuring that the behavior of teams, players, coaches, and spectators is appropriately controlled, including specific provisions that—

- 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

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

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





The Game for All Kids!

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### Tournament Promotion!

At ENYSA's Annual General Meeting, the Leagues requested ENYSA to provide this value-added service to members for FREE:

What we offer:

- Display your banner ad for as much as 120 days in advance of your event!
- Send 4 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: [diana@enysoccer.com](mailto:diana@enysoccer.com)

FIFA

US Soccer

US Youth Soccer

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

Long Island Junior  
Soccer League

Metrokids Youth  
Soccer League

Mid State New York  
Soccer League

Staten Island Youth  
Soccer League



State Association

# Tournament Promotion



## Tournament Promotion Contract

Tournament Name	
Tournament Date(s)	
Club Name	
League	
Contact Name	
Website Address	
E-mail	
Phone	(            ) (            )

<b>Dates for Email Blast:</b>	<b>1)</b>	<b>2)</b>	<b>3)</b>
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### Free service to our members!

**Agreement:** I contract Eastern New York Youth Soccer Association (ENYSSA) to advertise my sanctioned US Youth Soccer tournament. ENYSSA 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 [diana@enysoccer.com](mailto:diana@enysoccer.com). The banner will be placed on ENYSSA website [www.enysoccer.com](http://www.enysoccer.com) and flyer will be emailed to registered travel coaches.

<b>Signature</b>	
<b>Date</b>	

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

State Approval:

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



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The Game for All Kids!

### Application to Host Tournament Documentation Checklist

Application completed and signed

D ENYSA-affiliated member league approved signature

Tournament or Games Hosting Agreement completed and signed

Tournament or Games rules attached

It is recommended that you 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 the Eastern New York Youth Soccer Association (ENYSA)