



Michigan State Youth Soccer Association

OFFICIAL MSYSA FORM



TOURNAMENT DIRECTOR'S CHECKLIST

Prior to MSYSA sanctioning, tournaments must submit all items mentioned in this list.

- Online US Youth Soccer/MSYSA Application to Host a Tournament or Games (from www.thetournamentcenter.com)
- \$125* Payment from Affiliate Member OR
- \$125* Payment from tournament/club and a letter from Affiliate Member's President confirming tournament sponsorship

**Add \$500 late fees if submitting any part of the application after February 1*

- Definition of "club" from the President of the sponsoring league/affiliate member (if the tournament opts to allow club passcarding)
- Copy of Tournament Rules, which includes:
 - ◆ Risk Management Policy
 - ◆ Medical Release Policy
 - ◆ Concussion Policy
 - ◆ Red Card Policy
 - ◆ Refund Policy
 - ◆ Clarification on Rosters Accepted (seasonal year)
 - ◆ Referee & Referee Assigning Policy
 - ◆ Guest Player Policy and/or Club Passcard Policy
 - ◆ Adherence to Small-Sided Games Policies (changes in August 2015)
 - ◆ Adherence to Birth Year Registration (beginning in August 2015)
- USSF Application to Host a Tournament or Games Involving Foreign Team (if applicable)
- US Soccer International Tournament/Games Hosting Agreement (if applicable)
- Names & Addresses of all Fields to be used for the tournament



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HOW TO APPLY FOR MSYSA TOURNAMENT SANCTIONING

GENERAL:

All MSYSA sanctioned tournaments must have a direct MSYSA member affiliate sponsor the tournament. This direct member affiliate must be listed as the hosting organization on all official documents. A tournament is not considered a direct member affiliate.

Note: Only direct MSYSA member affiliates in good standing AND that have registered at least 400 players with MSYSA in the previous seasonal year will be allowed to sponsor a MSYSA sanctioned tournament.

No more than 5 tournaments will be sanctioned per district per weekend.

Sanctioning is awarded at the sole discretion of MSYSA. Tournaments may not be sanctioned if MSYSA feels there is just cause.

ONLINE APPLICATION:

The online application is posted at <http://www.michiganyouthsoccer.org/Page540.aspx>. Tournaments may apply for sanctioning at any time, but late fees may apply if received after February 1st of each year.

See Instructions for How To Submit An Online Tournament Sanctioning Application (posted online at www.michiganyouthsoccer.org).

A few things to keep in mind:

- Refer to the MSYSA Bylaws, Rules, Regulations, and Policies regarding playing format for each group.

INSURANCE

- MSYSA provides general liability insurance to sanctioned tournaments.
- All MSYSA affiliated teams who participate in MSYSA sanctioned tournaments will also be provided secondary medical insurance through MSYSA.
- Any/all teams not affiliated with MSYSA must provide or carry their own medical insurance to MSYSA sanctioned tournaments.
- MSYSA strongly recommends that its sanctioned tournaments require that non-MSYSA teams to show proof of medical insurance. For US Youth Soccer teams, a Permission/Notification to Travel form approved by their home state association usually is sufficient.



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RULES

Per US Youth Soccer and the MSYSA Board of Directors, tournament must rules must contain certain policies. A copy of these rules must be submitted to MSYSA. Please see below on the policies that must appear on your tournament rules.

- Risk Management Policy – State that all MSYSA team officials must be risk management certified by MSYSA and must be able to present their risk management card at any time during the tournament. Team officials from other state associations and/or other organizations must be able to show proof of their organization’s equivalent risk management certification.
- Medical Authorizations – State that teams must be able to provide medical authorizations (medical release forms) for each player attending the tournament. Notarization is not necessary.
- Concussion Policy – State that all MSYSA coaches must be able to provide their CDC Heads-Up Concussion Certification. All non-MSYSA coach must be able to provide the CDC Heads-Up Concussion certificate or the NFHS Concussion in Sports certificate. Teams must be able to provide the Michigan Department of Community Health/CDC Parent and Athlete Concussion Information Sheet for each player attending the tournament.
- Red Card Policy – State that all MSYSA players, coaches, and other team officials who receive a red card in tournament but do not serve their suspension in the tournament, must serve their suspension in their next League game.
- Tournament Cancellation/Refund Policy – In the event that the tournament has to be cancelled, state what refunds (if any) will be given to teams.
- Seasonal Year Roster – Clarify which seasonal year’s roster will be accepted at your tournament.
- Referee & Referee Assigning Policy –State that the tournament uses a referee assignor that is currently certified by US Soccer (state the year of certification) and that all referee assigning will be done in Game Officials. Also, all out-of-area referees must show photo identification to verify identity.
- Guest Player/Club Passcard Policy – Contain a guest policy such that no more than 5 guest players (from outside a team’s club) are allowed per team. Additionally, an unlimited number of club passcard players are allowed per team provided that at least 50% of the players appearing on a tournament roster also appear on a team’s league roster. It is up to each tournament’s sponsoring league to define “club”, and that definition must be stated in the tournament rules.
- Small-Sided Games – Age groups should play in a format that is consistent with MSYSA Rules. If another format is used, any/all deviances must be clearly stated. MSYSA is not obligated to sanction tournaments that are not consistent with MSYSA rules.



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HOSTING INTERNATIONAL TEAMS

- Tournaments who wish to host international teams (this includes Canadian teams) must submit two additional forms to the US Soccer Federation. Please send a copy of these forms to MSYSA for our files. The two forms are the USSF Application to Host International Games and the USSF International Games Hosting Agreement.
- MSYSA must sign off on the USSF Application to Host International Games before it is sent to the US Soccer Federation. Instructions for submitting this form (& payment) are on the form.
- The USSF International Games Hosting Agreement asks for a signature of the Host Organization President. This is the President of the MSYSA direct member affiliate that sponsors your tournament.
- When hosting international teams, the US Soccer Federation will review your tournament rules to make sure that certain policies are included. A USSF Rules Checklist will be posted on the MSYSA website for tournaments wishing to plan ahead.

APPLICATION FEE & OTHER FEES

- The sanctioning application fee is \$125 and is non-refundable once submitted.
- Tournament sanctioning requests received after February 1st of each year are subject to a non-refundable \$500 late fee.
- Tournaments who submit sanctioning materials and later withdraw or cancel their event will not receive any refunds, regardless of becoming sanctioning or not.
- A complete post-tournament report must be submitted to MSYSA within 15 days upon completion of your tournament. This includes the Tournament Champions Report and Yellow/Red Card Report. Failure to submit the complete post-tournament report within the given time period may result in additional fees and/or bonds the following year.

REFEREES

- Sanctioned tournaments must use a current USSF certified assignor.
- Sanctioned tournaments must use Game Officials for the assigning of referees.
- Sanctioned tournaments must require that out-of-area referees show photo proof to verify identity.



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MISC

- An adequate number of Health Care Professionals (HCP) must be present for all tournaments with 64 or more teams at U11 and older age groups. Health Care Professionals are considered an Athletic Trainer Certified (ATC) or Physician (MD/DO), with skills in emergency care, sports medicine injuries and experience related to concussion evaluation and management.
- MSYSA expects that the quality of fields must be in good condition and must be appropriate in size for each group. Fields are subject to inspection by an MSYSA District Commissioner or a State Representative. All goals must be anchored. More information on anchoring goals is available at <http://www.michiganyouthsoccer.org/AssetFactory.aspx?did=2014>.
- Sanctioned Tournaments are not permitted to register players or issue pass cards.
- Only the official MSYSA Guest Player form may be used for MSYSA guest players.
- Tournament-Only Teams:
 - i. Tournaments may allow tournament-only teams if indicated on the US Youth Soccer Application to Host Form prior to receiving MSYSA sanctioning.
 - ii. Michigan tournament-only teams may register through a MSYSA Affiliate League or MSYSA directly. In both cases, fees apply.
- The Yellow/Red Card report must be sent to each respective league from which each carded player or coach originates.