



Michigan State Youth Soccer Association

OFFICIAL MSYSA FORM



TOURNAMENT DIRECTOR'S CHECKLIST

Prior to MSYSA sanctioning, tournaments must submit all items mentioned in this Tournament Director's Checklist.

- Online US Youth Soccer/MSYSA Application to Host a Tournament or Games
- \$750 Check from Affiliate Member, or check from tournament/club with letter from Affiliate Member's President confirming tournament sponsorship
- Copy of Tournament Rules
- EIN or TIN Number
- USSF Application to Host a Tournament or Games Involving Foreign Team (if applicable)
- US Soccer International Tournament/Games Hosting Agreement (if applicable)
- Primary Certificate of Insurance for Fields, Facilities, and Tournament that names MSYSA as a named/additional insured **OR** copy of MSYSA Tournament Insurance Form to be sent to Pullen with appropriate fees



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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. For a list of direct member affiliates, please visit:

<http://ssl.hammerhead.net/msysareg/DisplayLeaguePresidentsnew.asp>

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.

ONLINE APPLICATION:

The online application is posted at <http://michiganyouthsoccer.org/Tournaments/sanctioning.html>. Tournaments may apply for sanctioning at any time, but late fees may apply if received after a deadline as established by MSYSA.

STEP 1: Agreement to Host a Tournament

- A. Type in your name at the top when it asks for person completing the application.
- B. Carefully read the entire page.
- C. Check the box at the bottom to signify that you have read all of the materials and agree to the terms of sanctioning.

STEP 2: Application to Host a Tournament

- A. When completing this application, turn off the Caps Lock on your keyboard and use proper punctuation.
- B. The Hosting League Organization refers to the direct MSYSA member affiliate that is sponsoring the tournament.
- C. The Designate Official of the Hosting League Organization refers to the President of the direct MSYSA member affiliate that is sponsoring the tournament.
- D. List all age groups in which a 3 person referee crew will be used.
- E. If you will be accepting guest referee applications (referees from outside Michigan), indicate that in the appropriate area.
- F. All referee assignors must be USSF certified assignors for the year in which they will assign for your tournament.
- G. Type **S1, S2, S3, S4, RT, ODP**, and/or **NAT** when it asks for Team Types in the grid.
 - S1 - a team which competes at the highest level of play in a state or region
 - S2 - a team which competes at less than the highest level of play in a state or region
 - S3 - a team which competes in a local area or state
 - S4 - team which is put together for the sole purpose of playing in a tournament
 - RT - a team which was formed in a random nature without regard to players' abilities



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ODP - the official US Youth Soccer Olympic Development team of US Youth Soccer, any of its regions, or a State Association

NAT - the official national team of US Soccer or any other member of FIFA

H. See below for maximum roster sizes per age group:

U16-U19: 22 person roster maximum

U13-U15: 18 person roster maximum

U11-U12: 14 person roster maximum

U9-U10: 11 person roster maximum

U7-U8: 8 person roster maximum

U5-U6: 6 person roster maximum

I. A maximum of 5 guest players may be allowed per team.

J. List the length of game per age group *for the entire game* not just one half or one quarter.

K. Check the box under “Awards” if you plan to give out 1st and/or 2nd place awards for the U13 and older age groups. Only check the box for the U12 and younger teams if you will award participatory awards to every player. **Remember, in the U12 and younger age group, individual awards for 1st and 2nd place teams are NOT allowed.**

L. If you require that teams post a bond to play in your tournament, check the box in each corresponding age group in which is policy.

M. Check whether your team is a **Restricted** or **Unrestricted** tournament. If your tournament is restricted, check whether teams are restricted to MSYSA only (national state association) or any US Youth Soccer State Association. If you accept any foreign teams, or teams from US Club Soccer, Super Y, AYSO, SAY, etc. you must indicate that your tournament is unrestricted and you must list each organization that teams will be accepted from (or indicate “All USSF member affiliates”). Similarly, list each country that foreign teams will be accepted from.

N. Indicate your tournament insurance provider. If you wish to use the MSYSA Tournament Insurance Program, indicate “Pullen Insurance”.

O. Carefully go back and review your application. Make sure that all fields are complete and then submit the application.

INSURANCE

A. All tournaments must provide MSYSA with a primary insurance certificate for Facilities, Fields, and the Tournament that names MSYSA as a names/additional insured (MSYSA is a secondary carrier only). This is automatic if you use the MSYSA Tournament Insurance Program. Otherwise, a certificate can normally be obtained from the city, township, or park that you intend to play at.

B. If you use the MSYSA Tournament Insurance Program, you must send the Pullen Insurance form with an initial payment directly to Pullen Insurance. Currently, the cost for insurance is \$9 per team. No later than one week prior to your event, Pullen Insurance must have physically received your final payment and a complete list of the teams accepted into your tournament. The number of teams on that list and number of teams you pay for should be identical!

C. Please note that MSYSA player insurance **does not apply** to Non-MSYSA and Non-US Youth Soccer players.



RULES

Per US Youth Soccer and the MSYSA Board of Directors, your tournaments 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.

- A. Risk Management Policy – 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.
- B. Medical Authorizations – Teams must be able to provide medical authorizations (medical release forms) for each player attending the tournament. MSYSA teams do not need their medical authorizations forms to be notarized.
- C. Red Card Policy – 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.
- D. Tournament Cancellation/Refund Policy – In the event that the tournament has to be cancelled, state what refunds (if any) will be given to teams.
- E. Seasonal Year Roster – Clarify which seasonal year’s roster will be accepted at your tournament.

HOSTING INTERNATIONAL TEAMS

- A. 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 this form to MSYSA for our files. The two forms are the USSF Application to Host International Games and the USSF International Games Hosting Agreement.
- B. 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.
- C. 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.
- D. 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.

MISC. ITEMS

- A. All tournaments must provide their (or their club’s) official EIN or TIN number to MSYSA. Bonds will not be refunded until this information is on file with MSYSA.
- B. 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.
- C. Guest Players:



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- i. All leagues/clubs/teams must use the approved MSYSA Guest Player Roster for guest players residing in Michigan, and pay all applicable fees prior to the tournament. Any other in-house or old forms are not acceptable.
 - ii. Any Michigan player who is not registered with the MSYSA through an affiliated league may play in an MSYSA sanctioned tournament if, prior to the tournament, the player is issued a Guest Player Passcard by the MSYSA Registrar, and by completing the MSYSA Guest Player Roster.
 - iii. An MSYSA Sanctioned Tournament is not permitted to register players or issue pass cards.
- D. All Out-of-State players must have a pass card issued by their representative State Association. The exception being Non-MSYSA/US Youth Soccer players who must have their respective official passcard, passbook, etc.
- E. 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 must register through a MSYSA Affiliate League and pay the appropriate League fees. MSYSA does not register tournament-only teams.
- F. 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 will result in the forfeiture of the tournament bond.
- G. The Yellow/Red Card report must be sent to each respective league from which each carded player originates.