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.
Application Period Opens November 1 & Ends February 1 of each Year.
(Late Fees apply after February 1 of each year)

☐ Online US Youth Soccer/MSYSA Application to Host a Tournament or Games (from GotSport)

☐ $250* Payment

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

☐ Definition of "club" (if the tournament opts to allow club passcarding)

☐ Copy of Tournament Rules, which includes:

- ♦ Risk Management Policy
- ♦ Concussion Policy
- ♦ SafeSport Policy
- ♦ Red Card Policy
- ♦ Tournament Cancellation/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
- ♦ Adherence to Birth Year Registration
- ♦ Elimination of Heading at 11 and under

☐ 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:

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

No sanctioned tournament may utilize the term or designation 'State Cup', 'Jr. State Cup' 'ODP', or 'Director's Academy' within their tournament name.

ONLINE APPLICATION:

The online application is posted at https://system.gotsport.com/forms/62111N879. 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 on our website here.

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.
- MSYSA recommends that 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.

RULES

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

- **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. As a reminder, all CDC Heads-Up Concussion certificates must be no older than 3 years from the final day of the tournament.
- **SafeSport Policy** – State that all coaches and team officials participating in the tournament have a valid SafeSport certificate that is no older than 1 year from the final day of the tournament.
- **Red Card Policy** – Rules must clearly outline the disciplinary measures to be imposed for the issuance of red and yellow cards or other improper conduct.
- **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). 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 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.
- **Adherence to School Year Registration** – Age groups should be 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.
- **Elimination of Heading at 11 and under** – Must state in tournament rules that heading the ball for ages 11 and under is not allowed.

HOSTING INTERNATIONAL TEAMS

- The hosting of international teams is currently processed directly by US Soccer. For more information please visit their permission to host page.

APPLICATION FEE & OTHER FEES

- The sanctioning application fee is $250 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 sanctioned or not.

REFEREES

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

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.
- Elimination of purposeful heading at 11 years old and younger age groups shall be in full force and effect.
- 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 on our Risk Management Page.
- 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.

Michigan tournament-only teams may register through a MSYSA Affiliate League or MSYSA directly. In both cases, fees apply.