

# FYSA Soccer Tournament Handbook

## Florida Youth Soccer Association

### February 2024

This handbook is designed to assist you with your tournament. Please read the handbook carefully, giving special attention to the required administrative details that must be completed prior to and after the tournament and sent to FYSA.

### TOURNAMENT PROCEDURES

Any FYSA-affiliated organization (full or associate affiliate) wishing to host an invitational tournament involving teams outside its organization will follow the same procedure whether teams are to be from within the Region, State, USA, or from a foreign country.

1. The proper documentation and fees must be submitted to the FYSA Office.
2. The FYSA Office will review and verify all the documents submitted through our online portal. If all the necessary paperwork and fees have been included, the application will be considered complete and will be signed and distributed to the appropriate parties. If any required forms are not included, the FYSA Office will return the entire package to the club/league indicating what is missing or incorrect.

Beginning January 15, 2021, tournament applications are not considered submitted and accepted if there are missing documents and information. Submission date will be the date we accept a completed application. Tournament Applications will no longer be accepted via email.

### TOURNAMENT POLICIES

FYSA has adopted the US Youth Soccer Tournament and Travel Manual for clubs/leagues wishing to host a Tournament. In addition to the requirements to be met by US Youth Soccer, the following FYSA policies and procedures apply (see also FYSA Rules Section 900):

1. Only properly affiliated organizations with Florida Youth Soccer Association may be granted permission to host a tournament. When a private organization provides sponsorship for a tournament, permission to conduct the tournament is granted only to an FYSA Affiliate or Associate Affiliate.
2. Tournament and Travel is under the purview of the Vice President of Administration and Communication. The Tournament and Travel Committee will review post-tournament reports; recommend fines/penalties to the BOD for approval and hear appeals for teams, clubs, or leagues that have been denied approval; or may recommend letters of commendation be sent to the tournament when appropriate.

## REQUIRED DOCUMENTS

Applications must be submitted including the following:

- US Youth Soccer Application to Host form, properly completed and signed by the affiliate's agent of record.
- US Youth Soccer Tournament Hosting Agreement properly completed.
- FYSA Club Responsibility Form
- A copy of the Rules for the Tournament
- If foreign teams are invited or accepted, International Approval Letter from US Soccer.

Failure to comply may subject the affiliate to fines.

## DEADLINES

Make sure to pay attention to the FYSA rules that govern submissions of tournament applications and deadlines. There are various fees associated with the timeframe in which you submit your application. Make sure you read all rules and requirements.

Documents must be received in the FYSA Office as specified in the US Youth Soccer Tournament and Travel Manual, in addition to the following:

1. If teams are to be invited from within the Region, documents must be received in the FYSA Office no later than **thirty (30) days** prior to the tournament. If less than thirty (30) days, application will be subject to rejection.

2. If teams are to be invited from within the State, documents must be received in the FYSA Office no later than **sixty (60) days** prior to the tournament. If less than sixty (60) days, application will be subject to late application fees or rejection.

3. If teams are to be invited from outside the State, documents must be received in the FYSA office no later than **ninety (90) days** prior to the tournament. If less than ninety (90) days, application will be subject to late application fees or rejection.

FYSA will review tournament documents, will check the status of the hosting organization, and, if the tournament is approved, will process the documents required for State, Regional, or National approval as may be required. After receipt of the approval and not before, invitations may be issued.

## TOURNAMENT FEES

The fee schedule for approval of a tournament is as follows and should be made payable to Florida Youth Soccer Association:

- |   |          |
|---|----------|
| 1. Regional Tournament (teams within your Region) –               | \$50.00  |
| 2. State Tournament (teams within Florida) –                      | \$150.00 |
| 3. National Tournament (teams outside Florida/within USA) –       | \$150.00 |
| 4. International Tournament (teams outside the continental USA) – | \$250.00 |

## LATE FEES

Late Fees vary depending on the amount of time the application is submitted before the beginning of the tournament:

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|--|-----------|
| 1. 60-90 days prior to tournament -        | \$200.00  |
| 2. 30-60 days prior to tournament -        | \$500.00  |
| 3. Less than 30 days prior to tournament - | \$1000.00 |

## AMENDMENT FEES

If the application needs to be amended before the start of the tournament, you may do so:

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|--|----------|
| 1. More than 30 days prior to tournament - | \$100.00 |
| 2. Less than 30 days prior to tournament - | \$250.00 |

All required tournament fees and late charges shall be non-refundable.

## TOURNAMENT REQUIREMENTS

A sanctioned tournament is any tournament having official approval from FYSA, other US Youth Soccer members, USSF and/or FIFA (international federation). All sanctioned tournaments will require that teams and coaches present the following:

1. Picture identification cards for players and coaches issued by the team's Federation Organization Member.
2. Official Roster approved by the team's Federation Organization Member.
3. Official Guest Player Form(s) approved by the team's Federation Organization Member.
4. Official Permission to Travel Form(s), if applicable, approved by the team's Federation Organization Member.

## CREDENTIALS

A sanctioned tournament is any tournament having official approval from FYSA, other US Youth Soccer members, USSF and/or FIFA (international federation). All sanctioned tournaments will require that teams and coaches present the following:

1. Picture identification cards for players and coaches issued by the team's Federation Organization Member.
2. Official Roster approved by the team's Federation Organization Member.
3. Official Guest Player Form(s) approved by the team's Federation Organization Member.
4. Official Permission to Travel Form(s), if applicable, approved by the team's Federation Organization Member.

## PLAYER PASS INSTRUCTIONS

US Youth Soccer verified player passes or State-approved player passes will be accepted, per FYSA Rule 206.2, unless otherwise specified in the Tournament Rules. Florida-registered players/coaches may participate in any FYSA sanctioned tournament using a Florida Youth

Soccer Association (FYSA) Pass. The FYSA pass will be valid for the ENTIRE seasonal year (Aug. 1- July 31) or until surrendered and replaced by a US Youth Soccer pass. The requirements of FYSA Rule 208.2, 3 or 4 must still be met. The pass must have the player/coach signature, signature of the issuing registrar, recent photo, and MUST be laminated. US Youth Soccer passes are ONLY REQUIRED for State Cup, Regional Cup, President's Cup, and travel to out-of-state tournaments. You can use the rosters/passes sent from the different states and countries as long as they are approved by their association. Make sure your tournament requirements concerning rosters/passes are clear.

## **U10 AND BELOW AGE GROUP**

Except as provided by US Youth Soccer or FYSA, the FIFA "Laws of the Game" apply to all competitions sponsored by FYSA. Players under 10 years of age may play soccer in accordance with the rules of US Youth Soccer's Development Player Program – Modified Playing Rules for Under 10, Under 8 and Under 6. CHECK YOUR TOURNAMENT RULES CLOSELY.

## **INTERNATIONAL TEAMS**

International teams attending tournaments must supply, at credentials check-in, their National Federation permission to attend the tournament and/or other tournaments within the U.S. and proof of medical insurance coverage. Passports are acceptable proof of age since most National Federations do not issue permanent player passes.

## **GAME REPORTS/SUPPLEMENTALS**

FYSA, US Youth Soccer and USSF are trying to standardize game reports that are to be used at games and tournaments. By doing this, referees will be able to properly complete forms because they are instructed how to do so in their referee class. The following forms are required to be used by the tournaments sanctioned by FYSA. Modifications to the game report and supplemental form as to the addition of tournament logos and sponsors is acceptable. Context of forms cannot be changed.

1. Official FYSA or USSF Game Report
2. Official FYSA or USSF Supplemental Report
3. Official USSF Game Report and Supplemental Report to be used for referee abuse and assault cases.

Failure to use the forms listed in A, B and C above will result in a fine to the tournament of \$100.00 per incorrect form used. Game reports must be maintained for a minimum of ninety (90) days in the event there is a question or inquiry. Failure to maintain game reports/roster for the minimum 90 days, will result in a \$1000 fine.

## **REFEREES**

All FYSA Sanctioned Tournaments will have a currently certified referee assignor, responsible for all referee assignments. FYSA must provide written notice to FSR of the primary certified referee assignor and if relevant, and other junior or support certified assignor(s) of the tournament(s). Failure to staff games with the required number of certified referees will result in a fine of the higher of \$25 per game or the referee game fee for the unstaffed positions.

## TOURNAMENT REFUND POLICY

Any tournament that fails to return/refund an entry fee per the timelines listed below will be subject to an assessment fine not to exceed ten (10) times the original entry fee. Any report of violation of the above will be referred to the Tournament and Travel Committee. Failure to pay the assessed fine could result in the hosting affiliate/associate affiliate being placed in NGS with FYSA. Future approval requests to host tournaments by the affiliate/associate affiliate could also be denied. Tournament entry fee returns/refunds as follows:

1. Within five (5) days after notification that the team is not accepted by their application.
2. Within five (5) days upon cancellation of the tournament.
3. Within ten (10) days of withdrawal request of the application by a team prior to acceptance of that application by the tournament.

## POST TOURNAMENT PROCEDURES

The Hosting Affiliate is responsible to ensure that all required post tournament reports are timely and properly filed. All reports must be typed, computer generated and submitted online.

## RED CARD SUMMARY

Tournament red card summary report along with copies of the game and supplemental referee reports must be e-mailed or submitted online to the FYSA office within seventy-two (72) hours after completion of the event, inclusive of weekends. The report must be filed even if there are no red cards issued. The red card summary must list the following:

1. Name of Player/Coach
2. Date Issued
3. Pass Number
4. Age Group
5. Club Name
6. State Club is from
7. Team Code
8. Foul Description
9. Suspension (Number of Games)
10. Number of games served during the tournament.
11. Number of games left to serve.

Tournaments only have jurisdiction during the tournament date. For Florida players/coaches, further discipline will be handled by the FYSA Review and Discipline Committee. For out of state or foreign players/coaches, any further discipline will be handled by their State or National Association.

The player pass is returned to the coach at the conclusion of the tournament, even if the suspension has not been completed. As per FYSA rules, all tournaments will report immediately to FYSA all matters involving referee assault (or abuse), in accordance with USSF Rule 3042 and

FYSA Rule 502. In addition, the following disciplines/sanctions shall be imposed for misconduct of players, coaches, or supporters, as set forth in FYSA Rule 502. All tournaments are required to impose sanctions in compliance with FYSA Rule 502. Failure to do so may result in a fine to the hosting affiliate in the amount of \$1000.

## POST TOURNAMENT REPORT

The post tournament report must be filed within fifteen (15) calendar days of completion of the event by email or online submission. The post tournament report must list the following:

1. Tournament Name
2. Tournament Dates
3. Tournament Location
4. Host Organization
5. Tournament Director and Contact Information
6. Referee Assignor and Contact Information
7. Whether or not all games were staffed appropriately
8. Total Number of participating teams by age group
9. Total Number of teams participating by State or Foreign Country

## LATE FEES

If post tournament documents are not submitted in a timely manner, the following late fees will be imposed:

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|---|----------|
| 1. Failure to timely file or file red card reports        | \$250.00 |
| 2. Failure to timely file or file post tournament reports | \$500.00 |

## FINES

Hosting a tournament without the proper approval from FYSA may result in the following fines:

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|--|-----------|
| 1. Teams from within Florida                 | \$500.00  |
| 2. Teams from outside Florida within the USA | \$1500.00 |
| 3. Any Foreign Teams                         | \$2500.00 |

## TRAVEL PROCEDURES

FYSA will only approve travel applications for FYSA-affiliated teams traveling to FYSA events or events sanctioned by another National State Association of US Youth Soccer. No application will be considered from any organization that is not an affiliate of FYSA or for travel by an FYSA team to an unsanctioned event. The procedures outlined below are needed to avoid administrative, insurance and legal issues. If there is uncertainty as to these procedures, contact the FYSA Office.

1. Travel within the State of Florida requires no special application or approval.
2. Travel outside the State of Florida but within Region III shall require the following. Except for normal league play, notification must be sent for each event:
  - a. Copy of Region III Interstate Travel Notice form.
  - b. Copy of approved tournament application, hosting agreement, league information.
  - c. Official FYSA roster with properly executed guest form(s) attached.
  - d. Appropriate fees, as required.
3. Travel outside of Region III but within the U.S. shall require the following submitted to FYSA:
  - a. US Youth Soccer Application to Travel form, properly completed and signed by the affiliate's agent of record.
  - b. Copy of approved tournament application.
  - c. FYSA computer-generated roster with properly executed guest form(s) attached.
  - d. Affiliate letter signed by the "agent of record" granting permission for travel and accepting responsibility for the team's conduct while traveling.
  - e. Appropriate fees, as required.
4. Travel to foreign countries shall require the following submitted to FYSA:
  - a. For travel outside the United States, approval is required by and therefore must be obtained from USSF. Denial by USSF shall negate State approval. Approval shall be granted only for properly sanctioned events.
  - b. US Youth Soccer Application to Travel and USSF travel forms properly completed and signed by the affiliate's agent of record.
  - c. Copy of approved documentation from the hosting National Federation and pertinent information regarding the proposed matches.
  - d. Official FYSA roster with properly executed guest form(s) attached.
  - e. Appropriate fees. See Fees/Fines Structure.
  - f. Notice of approval from USSF will be sent to the National Federation of the Country to which the team is traveling, to FYSA and to the traveling team.

All documentation and fees are to be submitted to the FYSA Office for approval. The applications with final approval will be distributed to the appropriate parties.

## TRAVEL DEADLINES

Make sure to pay attention to the FYSA rules that govern submissions of travel applications and deadlines. There are various fees associated with the timeframe in which you submit your application. Make sure you read all rules and requirements.

Documents must be received in the FYSA Office as specified in the US Youth Soccer Tournament and Travel Manual, in addition to the following:

1. Outside State and within Region III: **Not less than 24 hours.**
2. Outside Region III but within the United States: **Thirty (30) days** prior to tournament or match. Fifteen (15) to twenty (20) days, a late fee shall be assessed. Less than fifteen (15) days, travel may be denied, and application not accepted by the Tournament and Travel Committee.
3. Internationally: **Ninety (90) days** prior to tournament or match. Forty (40) to eighty-nine (89) days, a late fee shall be assessed. Less than forty (40) days, travel may be denied, and application not accepted by the Tournament and Travel Committee.

## LATE FEES

If foreign travel is not involved, request received in the FYSA Office postmarked less than thirty (30) days prior to travel will be handled as follows:

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|-----------------------|----------|
| 1. Between 15-29 days | \$35.00  |
| 2. Less than 15 days  | \$100.00 |

If foreign travel is involved, request received in the FYSA Office postmarked less than sixty (60) days prior to travel will be handled as follows:

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|-----------------------|----------|
| 1. Between 30-59 days | \$150.00 |
| 2. Less than 30 days  | \$250.00 |

## FINES

Traveling without permission granted by FYSA will result in the following fines:

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|---|------------|
| 1. Outside Region III, within the United States | \$1,500.00 |
| 2. Foreign Countries                            | \$2,500.00 |

[Click here to submit the Tournament Application Packet](#)

[Click here to submit your Post-Tournament Documents](#)



If you have any additional questions regarding Tournament Sanctioning, please contact Michelle Acevedo at [macevedo@fysa.com](mailto:macevedo@fysa.com).

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