



**US YOUTH  
SOCCER™**

**TRAVEL**

**AND**

**TOURNAMENT**

**POLICY**

**March 1, 2001**

# TABLE OF CONTENTS

## PART I—GENERAL

Section 101. PURPOSES .....	1
Section 102. APPLICATION .....	1
Section 103. DEFINITIONS .....	2
Section 104. ENFORCEMENT AND PENALTIES.....	4

## PART II—TRAVEL

Section 201. GENERAL .....	5
Section 202. APPROVAL TO TRAVEL .....	5
Section 203. DOCUMENTS TO CARRY WHEN TRAVELING.....	6
Section 204. TRAVEL WITHIN THE UNITED STATES.....	7
Section 205. TRAVEL OUTSIDE THE UNITED STATES .....	8

## PART III—HOSTING TOURNAMENTS OR GAMES

Section 301. GENERAL .....	9
Section 302. APPROVAL TO HOST TOURNAMENTS OR GAMES .....	9
Section 303. RESPONSIBILITIES OF HOSTING ORGANIZATIONS .....	10
Section 304. HOSTING ONLY UNITED STATES TEAMS .....	10
Section 305. HOSTING FOREIGN TEAMS (TEAMS FROM OUTSIDE THE UNITED STATES).....	11
Section 306. PROCEDURES FOR INVITING TEAMS .....	12
Section 307. PROCEDURES AFTER TEAM ACCEPTANCE .....	13
Section 308. POST TOURNAMENT OR GAMES REPORTS .....	13

## APPENDIX—FORMS

Application To Travel	
Application To Host a Tournament or Games	
Tournament or Games Hosting Agreement	
Sample Medical Release Form	

# **PART I—INTRODUCTION**

## **SECTION 101. PURPOSES**

This Travel and Tournament Policy states the policy of US Youth Soccer about traveling to tournaments and games and hosting tournaments and games. Its purposes are—

- (1) to provide an explanation of procedures for teams traveling to tournaments and games and organizations hosting tournament and games;
- (2) to ensure that teams that are traveling and hosting organizations are members of US Youth Soccer, US Soccer, or FIFA and that they are in good standing;
- (3) to ensure that standardized and uniform practices are followed by all organizations that are approved to host a tournament or games under this policy so that any team participating in an approved tournament or games can know that the tournament or games will be conducted openly, fairly, and in accordance with applicable requirements;
- (4) to define the responsibilities of hosting organizations to their visitors;
- (5) to ensure that the prior approval of the appropriate State Association or Affiliate, US Soccer, and FIFA is sought for teams traveling outside the United States and for foreign teams coming to the United States; and
- (6) to ensure that all disciplinary actions arising out of tournament or game play are referred to the home State Association, Affiliate, or other Organization Member for appropriate action.

## **SECTION 102. APPLICATION**

(a) Except as otherwise provided in subsection (b) of this section, this Travel and Tournament Policy (including the appendix) applies to—

- (1) any team of a member of a State Association or an Affiliate and any team of a State Association or an Affiliate traveling to participate in a tournament or games outside the jurisdiction of the team's State Association or Affiliate, as provided by part II of this policy;
- (2) tournaments and games hosted by a member of a State Association or an Affiliate or by a State Association or Affiliate, as provided by part III of this policy; and
- (3) US Youth Soccer State Association Olympic Development Program teams and Regional Olympic Development Program teams to the extent provided in this policy.

(b) This policy **does not** apply to the SNICKERS® US Youth Soccer National Championships.

## SECTION 103. DEFINITIONS

The following definitions apply to this policy:

- (1) “**Affiliate**” means an Affiliate of US Youth Soccer as defined by US Youth Soccer Bylaw 109(1).
- (2) “**classic league**” means an interclub league in which—
  - (A) the use of tryouts, invitations, recruiting, or any similar process to roster players selectively to any team on the basis of talent or ability, is permitted; and
  - (B) one or more league rules restrict the manner in which players may be rostered to participating teams.
- (3) “**classic team**” means a team that participates in a classic league.
- (4) “**club**”—
  - (A) means an organization, sometimes referred to as a “league” or “local association”, that is a member (directly or indirectly) of an Organization Member that has an identifiable membership of youth soccer players on whose behalf the organization conducts or engages in youth soccer activities; and
  - (B) is the basic administrative unit of an Organization Member.
- (5) “**district**” means a geographical subdivision of the territory of an Organization Member.
- (6) “**FIFA**” means the Federation International de Football Association, the worldwide governing body of the sport of soccer.
- (7) “**foreign team**” means any team from outside the 50 States of the United States and the District of Columbia.
- (8) “**good standing**” means, in reference to a team or organization, that all of its players have been properly registered with a State Association, Affiliate, or other Organization Member and the team or organization is not subject to any disciplinary penalties prohibiting travel or hosting imposed by the State Association, Affiliate, Organization Member, US Youth Soccer, or US Soccer.
- (9) “**guest player**” means a player registered through any Organization Member that is participating in a competition for a team to which the player is not rostered for purposes of league play.
- (10) “**interclub tournament team**” means a tournament team whose roster includes players who are members of more than one club.
- (11) “**intraclub tournament team**” means a tournament team whose roster includes players who are members of only one club.
- (12) “**league**” means a structured group of 4 or more teams joined for the purpose inter-team play under a common set of administrative and competition rules.
- (13) “**league team**” means a team that participates in regularly scheduled league play.
- (14) “**Organization Member**” means an Organization Member of US Youth Soccer, as defined by US Youth Soccer Bylaw 109(9), or an Organization Member of US Soccer, as defined by US Soccer Bylaw 109(15).
- (15) “**player**” means a youth player registered in accordance with US Youth Soccer and appropriate State Association, Affiliate, or

- other Organization Member rules.
- (16) “**premier league**” means an interclub league in which no rule restricts the manner in which players may be rostered to participating teams, except for rules that—
- (A) define and prohibit unethical recruiting behavior; or
  - (B) limit the participation of players previously rostered to another team.
- (17) “**premier team**” means a team that participates in a premier league.
- (18) “**recreational all-star team**” means an intraclub tournament team whose roster only includes players selected from teams that participate in the same recreational league or recreational plus league.
- (19) “**recreational league**” means an intraclub league in which—
- (A) the use of tryouts, invitations, recruiting, or any similar process to roster players to any team on the basis of talent or ability is prohibited;
  - (B) the club administering the league accepts as participants in the league any eligible youths (subject to reasonable terms on registration);
  - (C) a system of rostering players is used to establish a fair or balanced distribution of playing talent among all teams participating; and
  - (D) league rules require that each player must play at least one-half of each game except for reasons of injury, illness, or discipline.
- (20) “**recreational plus league**” means an interclub or intraclub league in which—
- (A) the use of tryouts, invitations, recruiting, or any similar process to roster players selectively to any team on the basis of talent or ability is prohibited;
  - (B) the club or clubs administering the league accept as participants in the league any and all eligible youths (subject to reasonable terms of registration); and
  - (C) the league does not otherwise meet the definition of a recreational league.
- (21) “**recreational plus team**” means a team that participates in a recreational plus league.
- (22) “**recreational team**” means a team that participates in a recreational league.
- (23) “**region**” means one of the 4 geographical subdivisions provided for under US Youth Soccer Bylaw 322.
- (24) “**registration**” means the execution of an intent to play the sport of soccer and the paying of fees to become a member of US Youth Soccer or other appropriate Organization Member.
- (25) “**rostering**” means the assignment of a registered player to a team.
- (26) “**select team**” means the official select (all-star) team of US Youth Soccer, any of its regions, a State Association, an Affiliate,

other Organization Member, or any district or geographical subdivision thereof, or any league.

- (27) **“State Association”** means a State Association of US Youth Soccer as defined by US Youth Soccer Bylaw 109(12).
- (28) **“team”** means a recognized entity organized for the purpose of playing the sport of soccer.
- (29) **“tournament team”** means a team that includes guest players and is put together for the sole purpose of playing in a tournament or other approved non-league competition.
- (30) **“United States”** means the 50 states of the United States and the District of Columbia.
- (31) **“US Soccer”** means the United States Soccer Federation, Inc., the national governing body of soccer in the United States, recognized by FIFA and the United States Olympic Committee.
- (32) **“US Youth Soccer”** means the United States Youth Soccer Association, Inc. (USYSA).

#### **SECTION 104. ENFORCEMENT AND PENALTIES**

It is the responsibility of a State Association or Affiliate approving an *Application to Travel* or an *Application to Host a Tournament or Games* to ensure that this policy is followed. Failure to follow this policy may result in the imposition of penalties, including monetary penalties, denial of permission to travel or to host in the future, revocation of any approval given to travel or host that has not yet occurred, and suspension and termination of membership of the parties responsible.

## **PART II—TRAVEL**

### **Section 201. GENERAL**

(a) This part II and the forms applicable to this part apply to any team of a member of a State Association or of an Affiliate or a team of a State Association or an Affiliate **when**—

(1) (A) a team of a member of a State Association or a State Association team is traveling to participate in a tournament or games outside the jurisdiction of the team's State Association, or (B) a team of an Affiliate is traveling to participate in a tournament or games outside the jurisdiction of the team's Affiliate;

(2) the tournament or games are hosted by (A) a member of a State Association, an Affiliate, another Organization Member, US Youth Soccer, US Soccer, or FIFA, or (B) a State Association, an Affiliate, another Organization Member, US Youth Soccer, US Soccer, or FIFA; and

(3) **games are not conducted** as part of regularly scheduled league play or as part of the Snickers® US Youth Soccer National Championships. **Note:** If games are part of a tournament whose hosting organization is the team's club, league, State Association, or Affiliate, the team must comply with this part II if the requirements of clauses (1) and (2) apply.

(b) US Youth Soccer State Association Olympic Development Program teams and Regional Olympic Development Program teams are required to comply with the policy of this part and to use the applicable forms, except that no *Application to Travel* is required for any of those Olympic Development Program teams to play in regional, interregional, and national Olympic Development Program tournaments and games. For a Regional Olympic Development Program team, the team shall submit an *Application to Travel* to its Regional Director, and the Regional Director shall follow the same procedures for consideration and approval of the application that a State Association follows in approving an application.

(c) If a team submitting an application under this part complies with all provisions of this part applicable to the application submitted, including the use of the appropriate forms, and complies with all applicable requirements of the State Association or Affiliate of which it is a member, the application shall be approved.

### **Section 202. APPROVAL TO TRAVEL**

(a) A team will be given approval to travel **ONLY** if—

(1) the team is in "good standing" (as defined in section 103(8) of this policy) with its State Association or Affiliate;

(2) the hosting organization of the tournament or games is (A) a member of a State Association, an Affiliate, another Organization Member, US Youth Soccer, US Soccer, or FIFA, or (B) a State Association, an Affiliate, another Organization Member, US Youth Soccer, US Soccer, or FIFA, and is in "good standing" with them;

(3) the team has complied with the applicable procedures contained in this part related to travel within the United States or travel outside the United States, as the case may be;

(4) when traveling to a tournament or games within the United States—

(A) the tournament or games are hosted by a member of a State Association or an Affiliate, a State Association, or an Affiliate, and the tournament or games have been approved as provided by part III; or

(B) the hosting organization is a member of an Organization Member or an Organization Member of US Soccer, but not an Organization Member of US Youth Soccer, and the tournament or games have been approved by that Organization Member;

(5) when traveling to a tournament or games outside the United States, the team has filed directly with US Soccer the appropriate travel forms required by US Soccer, and the tournament or games have been approved by—

(A) the appropriate State Association or Affiliate as provided by this policy; and

(B) the appropriate national association of FIFA; and

(6) the team has complied with all applicable provisions of this part and requirements of its State Association or Affiliate.

**(b) A team that travels without having approval to travel as provided under this part II is subject to penalties by its State Association or Affiliate and US Youth Soccer, including monetary penalties, denial of permission to travel in the future, revocation of any approval given to travel that has not yet occurred, and suspension and termination of membership of the parties responsible.**

### **Section 203. DOCUMENTS TO CARRY WHEN TRAVELING**

(a) Every team traveling outside the jurisdiction of its State Association or Affiliate must carry with it **at all times** the following documents:

(1) an **APPROVED** *Application to Travel*;

(2) a *Medical Release* form for each player, signed by the player's parent or legal guardian;

(3) a *Roster* that has been signed, stamped, or both, by the appropriate registrar and includes all players and team officials; and

(4) US Youth Soccer *Member Passes* for all players and team officials, and, for the players, the passes must have on them **VERIFIED** birth dates as required by Rule 204 of US Youth Soccer's Policy on Players and Playing Rules. Rule 204 is as follows:

#### **“Rule 204. PROOF OF AGE**

“Proof of age shall consist of a birth certificate, a Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States, a birth registration issued by an appropriate government agency or board of health records, a passport, an alien registration card issued by the United States Government, a certificate issued by the Immigration and Naturalization

Service attesting to age, a current driver's license, an unexpired federal, state, or local government identification card (if documentation of date of birth is required), or a certification of a United States citizen born abroad issued by the appropriate government agency. Hospital, baptismal, or religious certificates will not be accepted."

(b) If a team is participating in more than one tournament or games on the same trip, or is participating in one or more tournaments and one or more games on the same trip, the team is only required to file one *Application to Travel* for that trip, listing all tournaments and games the team will be participating in during that trip.

(c) It is **recommended** that all teams also carry a birth certificate of each player or other proof of age because some tournaments and games require or may request proof of birth.

## **Section 204. TRAVEL WITHIN THE UNITED STATES**

(a) **Not later than the date established by the State Association or Affiliate for submitting an *Application to Travel***, a team traveling within the United States (within the 50 states of the United States and the District of Columbia) must submit to its State Association or Affiliate for approval—

(1) a completed *Application To Travel*; **an incomplete application will be returned and considered as not having ever been submitted;**

(2) a *Roster* that has been signed, stamped, or both, by the appropriate registrar and includes all players and team officials;

(3) for the competition in which the team is to participate, a copy of the **APPROVED** *Application to Host a Tournament or Games* (if hosted by an Organization Member of US Youth Soccer) or the approved hosting form used by (A) a member of an Organization Member or the Organization Member itself that is not a member of US Youth Soccer, or (B) US Soccer; and

(4) any fees required by the State Association or Affiliate for processing the application.

(b) **A State Association or Affiliate is not required to approve any application not timely submitted.** If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. The team shall consult its State Association or Affiliate for its specific policies and fees.

(c) If the documents submitted under subsection (a) of this section are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the team and the club or league of which the team is a member are in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate will return a copy of the approved application to the team coach or manager.

## Section 205. TRAVEL OUTSIDE THE UNITED STATES

(a) **Not later than the date established by the State Association or Affiliate for submitting an *Application to Travel***, a team traveling outside the United States (outside the 50 states of the United States and the District of Columbia) must submit to its State Association or Affiliate for approval—

- (1) a completed *Application To Travel*; **an incomplete application will be returned and considered as not having ever been submitted;**
- (2) a copy of the official brochure, pamphlet, invitation, or other applicable material of the tournament or games host;
- (3) 4 copies of the *Roster* that has been signed, stamped, or both, by the appropriate registrar and includes all players and team officials;
- (4) a copy of the completed US Soccer forms *Application For Foreign Travel* and *Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act*, **submitted directly to US Soccer**; and
- (5) any fees required by the State Association or Affiliate for processing the application.

**NOTE: WHEN TRAVELING OUTSIDE THE UNITED STATES, A TEAM MUST FILE 2 SETS OF APPLICATIONS AND HAVE BOTH APPROVED: (1) A US YOUTH SOCCER *APPLICATION TO TRAVEL*, INCLUDING ATTACHMENTS, MUST BE FILED WITH ITS STATE ASSOCIATION OR AFFILIATE AND APPROVED BY THE STATE ASSOCIATION OR AFFILIATE, AND (2) A US SOCCER *APPLICATION FOR FOREIGN TRAVEL AND CERTIFICATION* MUST BE FILED WITH US SOCCER AND APPROVED BY US SOCCER. BOTH APPLICATIONS MUST BE APPROVED BEFORE A TEAM MAY TRAVEL OUTSIDE THE UNITED STATES.**

(b) It is the responsibility of the **TEAM** to contact the appropriate officials in each of the countries to which the team is traveling to determine which documents (such as passports, visas, proof of age) are required before members of the team will be admitted into each of those countries.

(c) **A State Association or Affiliate is not required to approve any application not timely submitted.** If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. The team shall consult its State Association or Affiliate for its specific policies and fees.

(d) If the documents submitted under subsection (a) of this section are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the team and the club or league of which the team is a member are in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate will return a copy of the approved application to the team coach or manager.

## **PART III—HOSTING TOURNAMENTS OR GAMES**

### **Section 301. GENERAL**

(a) In this part III, “**hosting organization**” means—

- (1) a member of a State Association or an Affiliate;
- (2) a State Association; or
- (3) an Affiliate.

(b) This part III and the forms applicable to this part apply to—

- (1) **ALL** tournaments conducted by a hosting organization; and
- (2) **only** to games conducted by a hosting organization when the games involve one or more teams outside the jurisdiction of the hosting organization’s State Association or Affiliate and the games **are not conducted** as a part of regularly scheduled league play or as part of the Snickers® US Youth Soccer National Championships.

(c) US Youth Soccer State Olympic Development Program teams and Regional Olympic Development Program teams are required to comply with the policy of this part and to use the applicable forms, except that no *Application to Host a Tournament or Games* is required for regional, interregional, and national Olympic Development Program tournaments and games.

(d) If a hosting organization submitting an application under this part complies with all provisions of this part applicable to the application submitted, including the use of the appropriate forms, and complies with all applicable State Association or Affiliate requirements, the application shall be approved.

### **Section 302. APPROVAL TO HOST TOURNAMENTS OR GAMES**

(a) Only a hosting organization that is in “good standing” with US Youth Soccer (as defined in section 103(8) of this policy), may apply for, and be granted, permission to host a tournament or games. When an organization or individual that is not such a hosting organization provides sponsorship for a tournament or games, approval to conduct the tournament or games is granted **ONLY** to that hosting organization and **NOT** the sponsor.

(c) **A hosting organization that hosts a tournament or games without having approval to host or not otherwise complying with the requirements of this part is subject to penalties by its State Association or Affiliate and US Youth Soccer, including monetary penalties, denial of permission to host in the future, revocation of any approval given to host a tournament or games that have not yet occurred, and suspension and termination of membership of the parties responsible.**

### Section 303. RESPONSIBILITIES OF HOSTING ORGANIZATIONS

(a) A hosting organization shall comply with the terms of its approved *Tournament or Games Hosting Agreement* and its invitation to all visiting teams. In addition, reasonable assistance should be provided to the visiting teams and participants during their stay. In the spirit of good sportsmanship, visiting players, coaches, and parents should be treated as welcome guests.

(b) A hosting organization that is hosting a tournament or games to be played in August of one seasonal year—

(1) may authorize the teams playing in the tournament or games to use its team roster for that seasonal year, the next seasonal year, or either seasonal year, if the team's Organization Member does not prohibit the use of the team's roster for the seasonal year that the hosting organization authorized for use during the tournament or games; and

(2) shall specify in its invitation to teams which seasonal year's roster or rosters may be used to participate in the tournament or games (if permitted by the team's Organization Member).

(c) A hosting organization is prohibited from—

(1) requiring a team to use only accommodations approved or provided by the hosting organization or other organization;

(2) advertising by any means the tournament or games it is hosting until it has received all approvals required by this policy;

(3) modifying or marking in any way original rosters or member passes; and

(4) registering any player, coach, or team official or issuing any member pass.

### Section 304. HOSTING ONLY UNITED STATES TEAMS

(a) This section applies when hosting **ONLY** United States teams for tournaments or games.

(b) **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 of a tournament or any game is to be played in another State Association or Affiliate, to that other State Association or Affiliate, for approval—

(1) a completed *Application to Host a Tournament or Games*, signed by the president or chief officer of the hosting organization ; **an incomplete application will be returned and considered as not having ever been submitted;**

(2) a completed *Tournament or Games Hosting Agreement*, with appropriate supporting documents and information, signed by the president or chief officer of the hosting organization and by the tournament or games director;

(3) a copy of the Rules for the Tournament or Games; and

(4) any fees required by the State Association or Affiliate for processing the application.

(c) **The State Association or Affiliate is not required to approve any application not timely submitted.** If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. The hosting organization shall consult the State Association or Affiliate for its specific policies and fees.

(d) If the documents submitted under subsection (b) of this section are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the hosting organization is in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate shall return a copy of the approved application to that hosting organization and a copy to US Youth Soccer.

### **Section 305. HOSTING FOREIGN TEAMS (TEAMS FROM OUTSIDE THE UNITED STATES)**

(a) This section applies when hosting one or more foreign teams for a tournament or games, whether that tournament or games include United States teams and foreign teams or foreign teams only. **Note that the definition of a foreign team is any team from outside the 50 States of the United States and the District of Columbia.**

(b) **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 of a tournament or any game is to be played in another State Association or Affiliate, to that other State Association or Affiliate, for approval—**

(1) a completed *Application to Host a Tournament or Games*, signed by the president or chief officer of the hosting organization; **an incomplete application will be returned and considered as not having ever been submitted;**

(2) a completed *Tournament or Games Hosting Agreement*, with appropriate supporting documents and information, signed by the president or chief officer of the hosting organization and by the tournament or games director;

(3) a copy of the Rules for the Tournament or Games (**NOTES: (1) The Rules must provide for a point system of 3 points for a win, 1 point for a tie, and no points for a loss. (2) In any Under 17 or older age group, the Rules MUST specify FIFA limited substitution rules.**);

(4) a copy of 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*, **submitted directly to US Soccer**; and

(5) any fees required by the State Association or Affiliate for processing the application.

**NOTE: WHEN HOSTING ONE OR MORE FOREIGN TEAMS, THE HOSTING ORGANIZATION MUST FILE 2 SETS OF APPLICATIONS AND HAVE BOTH APPROVED: (1) A US YOUTH SOCCER APPLICATION TO HOST A TOURNAMENT OR GAMES, INCLUDING ATTACHMENTS, MUST BE FILED WITH ITS STATE ASSOCIATION OR AFFILIATE AND APPROVED BY THE STATE ASSOCIATION OR AFFILIATE, AND (2) A US SOCCER APPLICATION TO HOST A TOURNAMENT OR GAMES INVOLVING FOREIGN TEAMS AND CERTIFICATION MUST BE FILED WITH US SOCCER AND APPROVED BY US SOCCER. BOTH APPLICATIONS MUST BE APPROVED BEFORE HOSTING ANY FOREIGN TEAMS.**

(c) **The State Association or Affiliate is not required to approve any application not timely submitted.** If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. The hosting organization shall consult the State Association or Affiliate for its specific policies and fees.

(d) If the documents submitted under subsection (b) of this section are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the hosting organization is in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate shall return a copy of the approved application to that hosting organization and a copy to US Youth Soccer.

### **Section 306. PROCEDURES FOR INVITING TEAMS**

(a) When inviting teams to an approved tournament or games, the invitation to each team **MUST** include the following:

- (1) a copy of the approved US Youth Soccer *Application to Host a Tournament or Games*;
- (2) a copy of the rules and regulations governing the tournament or games;
- (3) a statement that all teams **MUST** have current member passes of US Youth Soccer or other approved organization of which the team is a member;
- (4) if the tournament or games are to be played in August, the roster or rosters of which seasonal year or years that may be used to participate (to the extent permitted by the team's Organization Member);
- (5) a statement that the team must follow the applicable procedures of this policy; and
- (6) a statement that US Soccer rules regarding the use of US Soccer registered referees **ONLY** will be followed, unless US Soccer has granted a waiver to allow the use of authorized referees from another country.

- (b) The invitation **SHOULD** also include the following:
- (1) the name, address, and phone number of the tournament or games director;
  - (2) if accommodations, transportation, or meals are being provided, a description of what will be provided; and
  - (3) expenses for which the visiting teams are responsible, such as entry fees, referee fees, meals, lodging, transportation, etc.

### **Section 307. PROCEDURES AFTER TEAM ACCEPTANCE**

Once a team has been accepted into a tournament or games, the following should be sent to that team at least 30 days before the starting date of the tournament or games:

- (1) a complete copy of the rules and regulations of the tournament or games;
- (2) the dates, times, and places of any coaches meetings;
- (3) if accommodations are not being provided, a list of hotels and motels in the vicinity of the tournament or games, their phone numbers, fax numbers, and rates;
- (4) if transportation is not being provided, a list of rental car agencies and other transportation providers in the vicinity of the tournament or games, their phone numbers, fax numbers, and rates; and
- (5) what publicity information, if any, is required, including pictures, player and coaches biographies, team accomplishments, etc.

### **Section 308. POST TOURNAMENT OR GAMES REPORTS**

(a) The hosting organization **MUST** submit a post tournament or games report, as the case may be, to the approving State Association or Affiliate within 30 days after the conclusion of the tournament or games. This report shall include documentation of any incidents involving ejections or cautions. The State Association or Affiliate will in turn submit that documentation to the visiting team's home State Association, Affiliate, or other Organization Member. The hosting organization should contact the approving State Association or Affiliate for the appropriate report format.

(b) Any incident of referee assault or abuse by a player, coach, manager, club official, or game official, or other incidents of a serious nature, must be reported to the alleged offender's club or league and home State Association, Affiliate, or other Organization Member immediately, but in no event later than 48 hours after an incident of referee assault or abuse.

# **APPENDIX—FORMS**



**US Youth Soccer**  
A Proud Member of US Soccer



Affiliated with the Federation Internationale de Football Association

Please Type or Print Clearly - Do Not Staple

Please Type or Print Clearly - Do Not Staple

**I. APPLICATION TO TRAVEL**

Everyone requesting permission to travel **must** fill out this section.

Team Name \_\_\_\_\_ Age Group U- \_\_\_\_\_ Type of Team (see reverse side) \_\_\_\_\_ B / G (circle one)  
 League or Home Association \_\_\_\_\_ State Association or Affiliate \_\_\_\_\_ Team Departure Date \_\_\_\_\_  
 Team Manager or Coach \_\_\_\_\_ Telephone ( ) - \_\_\_\_\_ W  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_ ( ) - \_\_\_\_\_ H  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ ( ) - \_\_\_\_\_ FAX

I state that during the dates below, the team has no conflicting playing commitments at home. All players are fully insured to cover them against injuries sustained on the field and during transportation.

Signature of Team Manager or Coach \_\_\_\_\_ Date \_\_\_\_\_

**II. TRAVEL TO A TOURNAMENT**

If you are requesting permission to travel to a tournament, you **must** fill out this section.

A copy of the approved Hosting Agreement or official brochure for this tournament **must** be attached.

We request approval to play in the \_\_\_\_\_ Tournament, to be held in \_\_\_\_\_  
 \_\_\_\_\_, during the dates of \_\_\_\_\_

Tournament Director or Contact Person \_\_\_\_\_ Telephone ( ) - \_\_\_\_\_ W  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_ ( ) - \_\_\_\_\_ H  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_ ( ) - \_\_\_\_\_ FAX

**III. TRAVEL TO PARTICIPATE IN GAMES**

If you are requesting permission to travel to participate in games, you **must** complete this section.

A copy of the approved hosting form or, if outside the US, a copy of the official brochure, pamphlet, invitation, or other applicable material about the tournament or games must be attached.

We request permission to play games between the dates from \_\_\_\_\_ to \_\_\_\_\_ in the following locations (and attach a separate sheet, if necessary):

OPPONENT	CITY	STATE OR COUNTRY
1. _____		
2. _____		
3. _____		

Hosting Organization \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Telephone ( ) - \_\_\_\_\_ W  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_ ( ) - \_\_\_\_\_ H  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_ ( ) - \_\_\_\_\_ FAX

**APPROVAL**

(For Official Use Only)

STATE ASSOCIATION OR AFFILIATE \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

In granting this permission to travel, neither US Youth Soccer nor its State Associations or Affiliates shall be liable for transportation, lodging, or injury to persons or property sustained in the course of the approved event.

**DISTRIBUTION:** χ Team (White) / χ State Association/Affiliate (Canary)

## I. PROCEDURES TO TRAVEL WITHIN THE UNITED STATES

1. Not later than the date established by the State Association or Affiliate for submitting an *Application to Travel*, the team must submit to its State Association or Affiliate for approval—

- (1) a completed *Application To Travel*; **an incomplete application will be returned and considered as not having ever been submitted;**
- (2) a *Roster* that has been signed, stamped, or both, by the appropriate registrar and includes all players and team officials;
- (3) for the competition in which the team is to participate, a copy of the **APPROVED** *Application to Host a Tournament or Games* (if hosted by an Organization Member of US Youth Soccer) or the approved hosting form used by (A) a member of an Organization Member or the Organization Member itself that is not a member of US Youth Soccer, or (B) US Soccer; and
- (4) any fees required by the State Association or Affiliate for processing the application.

2. **The State Association or Affiliate is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. Consult the team's State Association or Affiliate for its specific policies and fees.**

3. **If the documents referred to in paragraph 1 are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the team and the club or league of which the team is a member are in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate will return a copy of the approved application to the team coach or manager.**

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## II. PROCEDURES TO TRAVEL OUTSIDE THE UNITED STATES

1. Not later than the date established by the State Association or Affiliate for submitting an *Application to Travel*, the team must submit to its State Association or Affiliate for approval—

- (1) a completed *Application To Travel*; **an incomplete application will be returned and considered as not having ever been submitted;**
- (2) a copy of the official brochure, pamphlet, invitation, or other applicable material of the tournament or games host;
- (3) 4 copies of the *Roster* that has been signed, stamped, or both, by the appropriate registrar and includes all players and team officials;
- (4) a copy of the completed US Soccer forms *Application For Foreign Travel* and *Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act*, **submitted directly to US Soccer**; and
- (5) any fees required by the State Association or Affiliate for processing the application.

**NOTE: WHEN TRAVELING OUTSIDE THE UNITED STATES, A TEAM MUST FILE 2 SETS OF APPLICATIONS AND HAVE BOTH APPROVED: (1) A US YOUTH SOCCER APPLICATION TO TRAVEL, INCLUDING ATTACHMENTS, MUST BE FILED WITH ITS STATE ASSOCIATION OR AFFILIATE AND APPROVED BY THE STATE ASSOCIATION OR AFFILIATE, AND (2) A US SOCCER APPLICATION FOR FOREIGN TRAVEL AND CERTIFICATION MUST BE FILED WITH US SOCCER AND APPROVED BY US SOCCER. BOTH APPLICATIONS MUST BE APPROVED BEFORE A TEAM MAY TRAVEL OUTSIDE THE UNITED STATES.**

2. **The State Association or Affiliate is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. Consult the team's State Association or Affiliate for its specific policies and fees.**

3. **If the documents referred to in paragraph 1 are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the team and the club or league of which the team is a member are in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate will return a copy of the approved application to the team coach or manager.**

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### RECOMMENDED DEFINITIONS OF TEAMS (Place corresponding letter in appropriate space on application.):

- A INTRA-CLUB TOURNAMENT TEAM:** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes only players who are members of one club.
- B INTER-CLUB TOURNAMENT TEAM:** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes players who are members of more than one club.
- C RECREATIONAL TEAM:** a team which participates in a RECREATIONAL LEAGUE.
- D RECREATIONAL PLUS TEAM:** a team which participates in a RECREATIONAL PLUS LEAGUE.
- E RECREATIONAL ALL-STAR TEAM:** an INTRA-CLUB TOURNAMENT TEAM whose roster only includes players selected from teams which participate in the same RECREATIONAL or RECREATIONAL PLUS LEAGUE.
- F CLASSIC TEAM:** a team which participates in a CLASSIC LEAGUE.
- G LEAGUE TEAM:** a team which participates in regularly scheduled league play.
- H PREMIER TEAM:** a team which participates in a PREMIER LEAGUE.
- I SELECT TEAM:** the official SELECT (all-star) TEAM of US Youth Soccer, any of its regions, a State Association, an Affiliate, other Organization Member, or any district or geographical subdivisions thereof, or any league.
- J OTHER:** attached description of team if it does not fit any of the above definitions.



**US Youth Soccer**  
A Proud Member of US Soccer



Please Type or Print Clearly -Do Not Staple

Affiliated with the Federation Internationale de Football Association

Please Type or Print Clearly -Do Not Staple

**APPLICATION TO HOST A TOURNAMENT OR GAMES**

Name of Tournament or Games \_\_\_\_\_

Hosting Organization \_\_\_\_\_

President or Chief Officer of Hosting Organization \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ W

Address \_\_\_\_\_ E-mail \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ H

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX

State Association or Affiliate \_\_\_\_\_

Location of Tournament or Games \_\_\_\_\_ **TEAM ENTRY DEADLINE:** \_\_\_\_\_

Date(s) of Tournament or Games \_\_\_\_\_ Estimated # of Teams \_\_\_\_\_

Tournament or Games Director or Contact Person \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ W

Address \_\_\_\_\_ E-mail \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ H

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX

Age Groups Accepted	Type(s) of Team Accepted*	B	G	Roster Size	# Guest Players Allowed	Length of Games	Ball Size	Awards	Min # of Games	Entry Fee	Bond
U-	8/1/										
U-	8/1/										
U-	8/1/										
U-	8/1/										
U-	8/1/										
U-	8/1/										
U-	8/1/										
U-	8/1/										
U-	8/1/										
U-	8/1/										
U-	8/1/										

\*List of types of teams is on reverse side of this form.

Teams will be invited from: Foreign Teams (list below)\*\* State Associations/Affiliates (list below) \*\* Other US Soccer Member Organization (list below)\*\*

\*\*Foreign Teams/State Associations/Affiliates/Other US Soccer Members: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of President or Chief Officer of Hosting Organization \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL**  
(For Official Use Only)

STATE ASSOCIATION OR AFFILIATE \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

In granting this permission to host a tournament or games, neither US Youth Soccer nor its State Associations or Affiliates shall be liable for transportation, lodging, or injury to persons or property sustained in the course of the approved event.

## I. HOSTING ONLY UNITED STATES TEAMS

1. These procedures apply when hosting **ONLY** United States teams for tournaments or games.
2. 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—
  - (1) a completed *Application to Host a Tournament or Games* signed by the president or chief officer of the hosting organization; **an incomplete application will be returned and considered as not having ever been submitted;**
  - (2) a completed *Tournament or Games Hosting Agreement*, with appropriate supporting documents and information, signed by the president or chief officer of the hosting organization and by the tournament or games director;
  - (3) a copy of the Rules for the Tournament or Games; and
  - (4) any fees required by the State Association or Affiliate for processing the application.
3. **The State Association or Affiliate is not required to approve any application not timely submitted less. If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. Consult the appropriate State Association or Affiliate for its specific policies and fees.**
4. If the documents referred to in paragraph 2 are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the hosting organization is in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate shall return a copy of the approved application to that hosting organization and a copy to US Youth Soccer.

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## II. HOSTING FOREIGN TEAMS (TEAMS FROM OUTSIDE THE UNITED STATES)

1. These procedures apply when hosting one or more foreign teams for a tournament or games, whether that tournament or games include United States teams and foreign teams or foreign teams only. **A foreign team is any team from outside the 50 States of the United States and the District of Columbia.**
2. 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—
  - (1) a completed *Application to Host a Tournament or Games*, signed by the president or chief officer of the hosting organization; **an incomplete application will be returned and considered as not having ever been submitted;**
  - (2) a completed *Tournament or Games Hosting Agreement*, with appropriate supporting documents and information, signed by the president or chief officer of the hosting organization and by the tournament or games director;
  - (3) a copy of the Rules for the Tournament or Games (**NOTES: (1) The Rules must provide for a point system of 3 points for a win, 1 point for a tie, and no points for a loss. (2) In any Under 17 or older age group, the Rules MUST specify FIFA limited substitution rules;**
  - (4) a copy of 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*, **submitted directly to US Soccer**; and
  - (5) any fees required by the State Association or Affiliate for processing the application.

**NOTE: WHEN HOSTING FOREIGN TEAMS, THE HOSTING ORGANIZATION MUST FILE 2 SETS OF APPLICATIONS AND HAVE BOTH APPROVED: (1) A US YOUTH SOCCER APPLICATION TO HOST A TOURNAMENT OR GAMES, INCLUDING ATTACHMENTS, MUST BE FILED WITH ITS STATE ASSOCIATION OR AFFILIATE AND APPROVED BY THE STATE ASSOCIATION OR AFFILIATE, AND (2) A US SOCCER APPLICATION TO HOST A TOURNAMENT OR GAMES INVOLVING FOREIGN TEAMS AND CERTIFICATION MUST BE FILED WITH US SOCCER AND APPROVED BY US SOCCER. BOTH APPLICATIONS MUST BE APPROVED BEFORE HOSTING FOREIGN TEAMS.**

3. **The State Association or Affiliate is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. Consult the appropriate State Association or Affiliate for its specific policies and fees.**
4. If the documents referred to in paragraph 2 are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the hosting organization is in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate shall return a copy of the approved application to that hosting organization and a copy to US Youth Soccer.

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### **RECOMMENDED DEFINITIONS OF TEAMS** (Place corresponding letter in appropriate space on application.):

- A** **INTRA-CLUB TOURNAMENT TEAM:** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes only players who are members of one club.
- B** **INTER-CLUB TOURNAMENT TEAM:** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes players who are members of more than one club.
- C** **RECREATIONAL TEAM:** a team which participates in a RECREATIONAL LEAGUE.
- D** **RECREATIONAL PLUS TEAM:** a team which participates in a RECREATIONAL PLUS LEAGUE.
- E** **RECREATIONAL ALL-STAR TEAM:** an INTRA-CLUB TOURNAMENT TEAM whose roster only includes players selected from teams which participate in the same RECREATIONAL or RECREATIONAL PLUS LEAGUE.
- F** **CLASSIC TEAM:** a team which participates in a CLASSIC LEAGUE.
- G** **LEAGUE TEAM:** a team which participates in regularly scheduled league play.
- H** **PREMIER TEAM:** a team which participates in a PREMIER LEAGUE.
- I** **SELECT TEAM:** the official SELECT (all-star) TEAM of US Youth Soccer, any of its regions, a State Association, an Affiliate, other Organization Member, or any district or geographical subdivisions thereof, or any league.
- J** **OTHER:** attached description of team if it does not fit any of the above definitions.



US Youth Soccer
TOURNAMENT OR GAMES HOSTING AGREEMENT



In consideration of permission being granted to \_\_\_\_\_ to hold a tournament or games at \_\_\_\_\_ (Hosting Organization) \_\_\_\_\_, \_\_\_\_\_ on the dates of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (City) \_\_\_\_\_ (State)

we agree to the following conditions:

- 1. ABIDE BY RULES: We shall abide by all statements made in our approved US Youth Soccer Application to Host A Tournament or Games...
2. INVITATIONS: The tournament or games approval form shall accompany all tournament or games invitations distributed us.
3. PROCURING LIABILITY INSURANCE: We have procured liability insurance coverage for the tournament or games with limits of not less than \$1,000,000/\$2,000,000...
4. REQUIRING MEDICAL AUTHORIZATIONS: We shall require all teams participating in the tournament or games to provide medical authorizations for each player...
5. ADVANCE PUBLICATION OF RULES: We agree that our tournament or games rules shall be included with the invitation sent to each team...
6. CREDENTIALS CHECKS: We agree that we shall conduct credentials checks (check one) at registration, at the field prior to each game by a field marshal, or at both sites...
7. USE OF US SOCCER REGISTERED REFEREES: We agree that we shall, in accordance with US Soccer Bylaw 532, use for all games only US Soccer registered referees who are in good standing...

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
Address \_\_\_\_\_ E-mail \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- 8. USE OF FIELD MARSHALS - FIELD INSPECTION: We agree that during the tournament or games each game field will have a field marshal assigned to it at all times; that the field marshal will be readily available and identifiable; that prior to the commencement of every game the field marshal will inspect the field to be sure that it is free from objects or conditions that may cause injury.

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
Address \_\_\_\_\_ E-mail \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

9. **USE OF SPECTATOR LINES:** We agree to take appropriate steps including, where feasible, the use of spectator lines on each field to keep the spectators off the touch line.

10. **PROVISION OF ADEQUATE TOURNAMENT COMMUNICATION:** We agree to provide adequate communication by means of \_\_\_\_\_ between the game fields and the tournament/games headquarters. The Tournament Communications Director is:

Name \_\_\_\_\_ Telephone (\_\_\_\_) - \_\_\_\_\_ FAX (\_\_\_\_) - \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

11. **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.

12. **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—

- a. spell out the disciplinary measures to be imposed for the issuance of red and yellow cards or other improper conduct;
- b. indicate what procedures will be followed regarding protests and appeals;
- c. 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;
- d. 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
- e. state that the home State Association or Affiliate 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.

13. **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.

14. **POST TOURNAMENT OR GAMES REPORT:** We agree that we shall file a 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 shall 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:

- a. the number of teams participating in each age group (boys and girls);
- b. if a champion is determined, the name of the champion for each group;
- c. the number of teams from each State Association, Affiliate, other Organization Member, or foreign country;
- d. if "Sportsmanship Awards" are given, the criteria for the award and to whom awards were given;
- e. the number of fields used for the tournament/games;
- f. the name of the sponsor, if any; and
- g. the names and teams of all players issued red and yellow cards, and details of any other matters involving the improper or unsportsmanlike 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, or other incidents of a serious nature, must be reported to the alleged offender's club or league and home State Association, Affiliate, or other Organization Member immediately, but in no event later than 48 hours after an incident of referee assault or abuse.**

\_\_\_\_\_  
Signature of Hosting Organization President or Chief Officer  
Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Tournament or Games Director  
Date \_\_\_\_\_

\_\_\_\_\_  
Hosting Organization \_\_\_\_\_ Telephone (\_\_\_\_) - \_\_\_\_\_  
Address \_\_\_\_\_ Fax (\_\_\_\_) - \_\_\_\_\_ E-mail \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Tournament or Games Headquarters \_\_\_\_\_ Telephone (\_\_\_\_) - \_\_\_\_\_  
Address \_\_\_\_\_ Fax (\_\_\_\_) - \_\_\_\_\_ E-mail \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



# **PART I**

# **GENERAL**

# **PART II**

# **TRAVEL**

## **PART III**

# **HOSTING TOURNAMENTS OR** **GAMES**