

APPLICATION TO HOST YOUTH TOURNAMENTS

SECTION I. TOURNAMENT APPLICATION PROCEDURES

- 1.01 OSA had adopted the United States Tournament and Travel Manual for clubs/leagues and countries wishing to host a Tournament. In addition to the requirements to be met by USYS, the following OSA policies and procedures apply.
- 1.02 **Only teams, clubs, or leagues affiliated** with Oklahoma Soccer Association may be granted permission to host a tournament.
- A. OSA approved private organization may provide sponsorship for a tournament. However, permission to conduct the tournament is granted only to an affiliated club or league. If an outside organization or third party (non OSA member) provides sponsorship or is involved in the operation of the tournament, then a contract agreement must be completed by all parties (hosting club, OSA and sponsor) and forwarded with the hosting application, see form "A" hosting contract.
 - B. No Associate member may host a Tournament.
 - C. All tournaments that fall under the sanctioning of OSA, as a member organization must be submitted for approval. These include country tournaments and country association approved tournaments.
 - D. **The Tournament Director/Contact Person must be a club member.**
 - E. **The Hosting Club must be in full compliance with OSA Risk Management Policies. All adult volunteers, 18 years old or older (coaches, managers, referees, trainers, tournament staff, concession workers, etc.) attending an OSA sanctioned tournament must complete an OSA "Volunteer Disclosure Form" regardless of the US Soccer affiliation or demonstrate proof of Risk Management approval by their home USYS State Association.**
- 1.03 Tournaments are under the purview of the OSA Youth Board. The Tournament Committee will review post-tournament reports and recommend fines/penalties. The Youth Board will hear appeals from teams, clubs and/or leagues that have been assessed fines/penalties by the Tournament Committee.
- A. **Applications to host a tournament will not be considered if all application requirements are not met.**
 - B. **Clubs that do not turn in a "post tournament" report will not be considered to host a tournament in the coming year.**

SECTION II. PROCEDURES FOR HOSTING TOURNAMENTS

- 2.01 Any OSA affiliated organization (youth club/league) wishing to host an invitational tournament will follow the same procedure whether teams are to be from within the District/Country, State, or USA. (Refer to the USYS Tournament and Travel Manual).
- A. Affiliated organizations wishing to invite teams from a foreign country must also turn in a tournament application to US Soccer.
- 2.02 The application MUST include the following:
- 1. Application to Host a Tournament completed and signed using the on-line format only, at www.oksoccer.com.
 - 2. USYS Tournament Hosting Agreement completed and signed using the on-line format.
The following materials will be mailed to the OSA Tulsa office:
 - a) Copy of the tournament rules - updated for the application year's tournament.
 - b) Copy of the tournament invitation and/or application updated for the application year's tournament.
 - c) Copy of Child Find Procedures (see 2.04)
 - d) Application fee paid by check or credit card for the amount required for your tournament. (See Section IV)
 - 3. Incomplete applications will not be reviewed until all materials are complete.
 - 4. **All OSA affiliated clubs and countries wishing to host a tournament must complete the on-line application forms and send the required tournament materials to OSA before the following deadlines:**

- A. All tournaments scheduled for 2008 must submit their Application to Host to OSA by **November 1, 2007**.
 - B. **Country only** (teams only within a Country) is due the minimum of 60 days prior to the hosting date.
5. After OSA's due date and fully completed tournament application packets have been received, OSA will forward the tournament applications to their country association for their review and recommendation.

2.03 **Restrictive and Unrestrictive Tournaments** – A “restrictive or closed” tournament is a tournament that only US Youth Soccer and/or OSA members may participate. “Closed” tournaments will not have to seek any additional insurance or need to indemnify OSA. “Unrestrictive or open” tournaments may have any US Soccer affiliate member participate and include teams from outside of USYS/OSA membership.

In “Open” tournaments, the following text must be added to the hosting form, rules, and invitation:

“All teams and tournament participants must abide by the Oklahoma Soccer Association’s and US Youth Soccer’s policies, rules, & regulations and are subject to their disciplinary actions. All teams wishing to participate in an “open” tournament that are not USYS members will be required to provide proof of liability insurance paperwork indemnifying OSA from harm.”

2.04 **Child Find Procedures** – each tournament application must include the procedures, actions, and method of communication that the tournament committee will enact to locate and insure the safety of a reported missing child during the tournament.

2.05 The format for tournament play will include these standards:

- A. **Guest players** are not allowed in recreational tournaments.
- B. **Under 7 & 8** age groups will play 4 v 4 and have a maximum roster size of eight (8) players.
- C. **Under 9 & 10** age groups will play 6 v 6 and have a maximum roster size of twelve (12) players.
- D. **Under 11** age groups will play 8 v 8 and have a maximum roster size of fourteen (14) players.
- E. **Under 12 through 16** age groups will play 11 v 11 and have a maximum roster size of eighteen (18) players.
- F. **Under 17 through 19** age groups will play 11 v 11 and have a maximum roster size of twenty-two (22) players.
- G. **Academy Divisions:**
 - Only **Under 9 & 10 Academy** level teams will be eligible to participate – this age group will play 8V8 and have a maximum roster size of fourteen (14) players. Under 8 and below level teams cannot “play up”.
 - Academy teams will only be allowed to play in tournaments with academy levels and cannot “play-up” an age level. Academy teams will play 2 X 25 minute halves per game. “Guest” players cannot participate.
 - Players can only play with one team per tournament and will play 50% of each game.
 - Oklahoma Academy teams that play in OSA sanctioned academy tournaments must have an OSA approved academy roster. These teams must have notified OSA of their academy and have followed the registration guidelines of the Academy Program.

2.06.1 **State Tournament “BLACK OUT” Dates**—Clubs and Country Associations may not host tournaments on State Tournament dates. State tournament “black out” dates will occur every year at approximately the same time.

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| • President’s Competitive Cup Preliminaries 2008 | April 18 – 20, 2008 |
| • Kohl’s American Cup, Governor’s Recreational Cup & President’s Competitive Cup Finals 2008 | April 25 – 27, 2008 |
| • State Cup U11-U17 Preliminaries 2008 | May 16 – 18, 2008 |
| • State Cup U11-U17 Finals with State Cup U18-U19 Preliminaries 2008 | May 24-25-26, 2008 |
| • State Cup U18-U19 Finals 2008 | May 31-June1, 2008 |

2.07 The Youth Board will review and verify all the documents submitted. If all the necessary paperwork and fees have been included, they will be forwarded to the State Office for signatures and distribution to the appropriate

parties. If any required forms are not included, the Youth Board will not accept the application and return the entire package to the club/league.

A. After tournament approval, any changes require the tournament applications to be re-approved by the Youth Board.

SECTION III. REVIEW AND APPROVAL

- 3.01 The OSA office will review tournament documents, check the status of the host organization and if the tournament is approved, will process the documents required for Regional, State, or National approval. Invitations may not be issued and marketing of the tournament may not occur until host sanctioning has been approved.
- 3.02 After receipt of the approval and not before, invitations may be issued. The approved hosting agreement shall not be reduced smaller than a ¼ letter size page.
- 3.03 Tournament Hosting Applications must be received in the OSA office by the due dates listed in Section 2.02 of the year preceding the tournament. **A late fee of \$250.00 will be required with the application after the required due dates.** Late applications will be considered after all other tournament applications that have arrived before the deadline have been accepted or denied.

SECTION IV. TOURNAMENT FEES

- 4.01 The fee schedule for approval of a tournament is as follows: (payable to OSA)
- | | <u>Application fee</u> | <u>Team Fee</u> |
|--|------------------------|-----------------|
| 1. Country only (teams only within a Country) and Country Hosted Tournaments | \$50.00 | No team fee |
| 2. State Tournaments (teams within Oklahoma) | \$50.00 | \$5.00/team |
| 3. National Tournaments (teams invited from out of state) | \$75.00 | \$5.00/team |
| 4. International Tournaments (teams outside USA, Canada, Mexico) | \$100.00 | \$5.00/team |
- The application fee is due at time of application. The team fee is due with the post tournament report for all teams that attend the tournament.
- 4.02 **Tournament applications received after the due dates of the preceding year are required to pay a \$250.00 late fee in addition to the regular fee.**

SECTION V. OSA BOND POLICY

- 5.01 **A bond in the amount of \$1,500.00 is required for all new tournaments and those tournaments that have had prior problems and/or complaints.** The bond is held for thirty (30) days after the conclusion of the tournament. Once all Post-Tournament requirements are fulfilled and there have been no inquiries or complaints, the bond fee will be returned or destroyed without interest.

SECTION VI. CREDENTIALS

- 6.01 USYS verified player pass or State approved player pass will be accepted unless otherwise specified in the Tournament Rules. For Foreign teams only, a participation pass will be developed by the Tournament. This pass will have name of the tournament, player's name and passport number used as the pass number. This pass will be good only for that tournament. If the team is going to another tournament, a new pass will have to be issued by that tournament. Photos, either provided by the team or taken at check-in with an instant camera, will be attached to the pass. Teams participating, as members of another USSF Affiliate organization must have membership passes provided by that organization.

SECTION VII. FINES

- 7.01 The minimum fines for hosting invitational tournaments, hosting teams or playing exhibition games without permission are:
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| 1. Teams inside and/or outside your Country: | \$1,500.00 |
| 2. Teams outside Oklahoma: | \$2,500.00 |

SECTION VIII. HOSTING FOREIGN TEAMS

- 8.01 Refer to the US Youth Soccer Tournament and Travel Manual, the USSF Hosting Application, and the OSA tournament manual for forms and fees.
- 8.02 Obtain a roster of players and adults traveling with the team, proof of medical insurance and permission to travel from their club/league, school or Federation to travel to the U.S.
- 8.03 Contact the appropriate Referee Administrator to handle assignments of these international games.

SECTION IX. POST TOURNAMENT REPORT

- 9.01 **A post tournament report must be filed within fifteen (15) days of the completion of the tournament. The Youth Board expects strict compliance with the rules. Approve for next year depends on your performance this year.**
 - A. All send offs or red cards in the tournament in which a suspension was not served (if the last game of the tournament) must be faxed to 918-627-2693 at the OSA office within 48 hours of completion of the tournament.
- 9.02 The post tournament report shall include the following:
 - 1. A copy of the tournament schedule and/or program with the number of teams participating in each age division (boys and girls) indicates out of state or country by name and appropriate team fee.
 - 2. If a champion is determined, the name of the team/age group.
 - 3. If sportsmanship awards are given, indicated type of award, criteria and name of the recipients.
 - 4. The number of fields used.
 - 5. Name of sponsor, if any.
 - 6. Note if college coaches were invited to the event.
 - 7. Comments on any special events held in conjunction with the Tournament.
 - 8. Did the tournament have a Referee Assignor program?
 - 9. Overall description of Tournament.
 - 10. Red cards issued. (See Section X)
 - 11. Major injuries include age group, player's name, and player's pass number and team name.
- 9.03 Each tournament is required to keep the game reports and roster for sixty (60) days after submission of the tournament report. If no complaint or inquiry is received concerning the tournament, the game reports and rosters may be discarded. Do not send reports or rosters with Tournament Report.

SECTION X. DISCIPLINE

- 10.01 The tournament must furnish to the State Office within forty-eight (48) hours, a complete report of all red cards issued during the tournament. The pass is returned to the coach at the conclusion of tournament even if suspension has not been completed.
- 10.02 **REPORTS OF REFEREE ABUSE OR REFEREE ASSAULT MUST BE SENT TO THE STATE OFFICE WITHIN 48 HOURS.**
- 10.03 Reports on red cards must include the player's name, player's pass number, team name, copy of the game report, infraction, discipline and number of games served, if any.
- 10.04 It is the Tournament Director's responsibility to make sure the Referee fills out the form completely for all incidents, accidents, injuries, yellow cards and red cards. The USSF Referee Report form and Supplementary Report forms must be used.