



INSTRUCTIONS FOR COMPLETING THE INFORMATION AND RULES DOCUMENT FORM 2605:



The following document is the standardized format for the tournament information & rules document (also referred to as the I & R document). Each tournament is required to submit a tournament I & R document to their district along with their application to host a tournament.

These are the topics that are required to be included in your document

The information beneath the topics is variable and can be customized to meet the rules set forth by your individual tournament. You must provide the completed detailed information under each of the headings. Simply adjust the details of the specific information to fit the rules of your tournament. Incorporate any or all of the detailed information that has been used in the sample provided into your own tournament rules. For example, you may want to use the scoring system, tie breaking system or game lengths that are indicated in the sample OR if you wish to use a different system than is used in the sample, you will delete the information we have provided and insert your own under that particular heading.

Because your I & R document is required to be authorized by your DTC, this format will allow you to obtain the approval of your DTC electronically.



CYSA SANCTIONED TOURNAMENT INFORMATION AND RULES

This document has been reviewed and was approved by the DTC for District _____ on Date: _____
The tournament is approved by District _____ and is sanctioned by the CYSA Board of Directors, US Youth Soccer and, if granted international status, has been sanctioned by USSF.

1. Tournament Information:

Name of Tournament: _____

Name of Hosting League: _____

Date of Tournament: _____

Number of Teams: _____

Age Group(s), Division(s) and Gender(s): _____

Approved to host teams from: **CYSA** Yes No **US Youth Soccer State Associations** Yes No

Foreign Countries Yes No

Other Affiliates (specify): _____

Tournament Website Address: _____

2. Tournament Director Information:

Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

3. Fees:

\$ _____ per team

Check should be made payable to: _____

4. Guest Player Policy:

_____ (indicate number 0, 1, 2, 3, 4, 5, 6, or 7) guest players will be accepted in this tournament

Guest players will be allowed in accordance with **CYSA** Guest Player Policies. An individual team may utilize no more than **(insert number here)** approved guest players for this tournament. At no time shall the number of players rostered to a team minus the number of number of players on the official team roster who will not participate in the specific event, plus the number of guest players being utilized for the specified event total more than 18 players. Guest players are defined as players who are currently registered, but who are not listed as a rostered member of the team with which they are playing for the particular event. **CYSA** guest players may be from teams from any **CYSA** district. Teams other than **CYSA** teams must abide by the **CYSA** guest player policies. Guest players must be listed on the team travel roster and have proper approval from their state association. Guest players attending a **CYSA** event with out-of-state or foreign teams must have a valid member pass, consent for medical treatment form, and be listed on the appropriate travel papers. Guest players must use credentials from the same season as those being used by the team with which they are playing

5. Application Information and Deadline:

Tournament application deadline: _____

Teams applying after the deadline may be considered only if there are any existing vacancies and if no timely applicants are rejected in order to accommodate a late application. The tournament director will not consider applications if they do not contain the appropriate DTC stamp, if incomplete or if not accompanied by entry fees. In the instance that the tournament fills all brackets prior to the application deadline, the tournament reserves the right to declare that it is full and closed to applications.

Notification of team acceptance or rejection will be sent to every timely applicant by _____

A refund of the team's entry fee (if submitted) will be included in notices sent to rejected teams

6. Selection Process (check all that apply)

- First come first served
- Random selection of timely applicants
- Selection based on team's win-loss record
- Selection based on geographic considerations that will provide opportunities for a variety of districts and/or states
- Other criteria (specify) _____

7. Refund Policy (check all that apply):

- No refunds after approved application has been received by tournament
- No refunds after team has been formally accepted (AR list must be on file with **CYSA** office)
- No refunds will be issued after _____
- A refund of _____ will be given to teams withdrawing after accepted but at least two weeks prior to tournament
- Other (specify) _____

8. CYSA Withdrawal policy:

Any team withdrawing from the tournament must do so by a written notice sent certified mail, return receipt requested and postmarked no later than 14 days prior to the tournament start date. Failure to do so may result in a minimum \$300 team penalty assessed by **CYSA** as well as forfeiture of tournament entry fees)

9. Locations:

Headquarters Location: _____

List all playing sites: _____

10. Credentials Requirements: Credentials from the _____ season(s) will be accepted in this tournament.
(specify season(s))

All teams will be grouped based on the age group matrix for the _____ season.
(specify season(s))

For CYSA and US Youth Soccer Teams:

The following credentials must be presented at the mandatory team credentials check-in:

- A. A properly approved official team roster, including guest player approvals
- B. Properly approved US Youth Soccer member passes from the same seasonal year for each player (including guest players)
- C. A properly completed membership form as approved by the State Association with the medical release and hold harmless declarations signed in original ink by the parent or guardian (or by the player in the instance where the player is 18 years of age) for each player and guest player.
- D. Each team must have at least one properly credentialed adult present on the sidelines of each match.
- E. In addition to being checked at the pre-tournament credentials check-in, all members' passes will be checked prior to the beginning of each match.

For Foreign and Other USSF Affiliated Teams (not US Youth Soccer)

The following credentials must be presented at the mandatory team credentials check-in:

- A. An official team roster, including any applicable player add forms, player release forms, player transfer forms, adult add forms, and guest player forms approved by the applicable governing Organization.
- B. Member passes from the same seasonal year for each player (including guest players) properly approved by the applicable governing Organization.
- C. A membership form for the applicable governing Organization, with the medical release and hold harmless declarations signed in original ink by the parent or guardian (or by the player in the instance where the player is 18 years of age) for each player and guest player.
- D. Each team must have at least one properly credentialed adult present on the sidelines of each match.
- E. In addition to being checked at the pre-tournament credentials check-in, all members' passes will be checked prior to the beginning of each match.

11. Mandatory Credentials Check-In

Each team is required to have their team credentials checked in at a mandatory pre-tournament check in.

Check in will be held at:

Location: _____

Date: _____ Time: _____

Teams failing to attend the mandatory check-in without prior approval of the tournament director will forfeit their games

12. Length of Games and Half Time period (list each age group):

Age Group	Preliminary Games	Consolation and Championship Games
U-11 and U-12	___minutes halves/ ___minute half time period	___minutes halves/ ___minute half time period
U-13 and U-14	___minutes halves/ ___minute half time period	___minutes halves/ ___minute half time period
U-15 and U-16	___minutes halves/ ___minute half time period	___minutes halves/ ___minute half time period
U-17, U-18 and U-19	___minutes halves/ ___minute half time period	___minutes halves/ ___minute half time period

In preliminary games ties will stand. If a championship or consolation game is tied at the end of regulation play, two _____ minute overtime periods will be played. If still tied at the completion of the overtime periods, the game will be decided by penalty kicks as per FIFA laws of the game. At the discretion of the Tournament Committee, overtime periods may be shortened or eliminated if the game has been significantly delayed at the start. The length of any game may be shortened to shorter but equal halves if the Tournament Committee deems it necessary due to field conditions, weather or darkness

13. Mandatory Rest Periods

Teams and players must be given a minimum rest period of two hours between games. The rest period will commence when a team's or player's match ends and will end when the team's or player's subsequent match begins.

14. Substitutions:

Unlimited substitutions are allowed with referee approval in the following situations:

Prior to a throw in for one's own team

Prior to a goal kick by either team

Prior to the restart of the game following a goal being scored by either team

Prior to the restart of the game for the second half

Prior to the beginning of an overtime period

Prior to the restart of the game following an injured player being removed from the field (either team may sub)

Prior to the restart of the game following a player being cautioned, the referee will give the coach the choice of substituting the cautioned player. (The player could re-enter at his/her team's next substitution opportunity.)

15. Ejections:

Any player, coach assistant coach or registered team official who is sent off will automatically be suspended from their next game. The send off report will be forwarded to the Tournament Director and Tournament Disciplinary Committee. Section 4:08 of the **CYSA** Bylaws will be used to assess the minimum mandatory penalties. Additional penalties may be imposed. Send-off reports and member passes, which must be retained if the penalty has not been served in its entirety, will be forwarded to the team's District Commissioner. Any additional disciplinary action over and above that assessed by the Tournament Committee will be at the discretion of the member's District or **CYSA** disciplinary committees.

16. Scoring System:

Maximum number of points allowable per game: _____

_____ Points for a win

_____ Points for a tie

_____ Bonus points for shutout win

_____ Bonus points for 0-0 ties

_____ Points per goal

_____ Points deducted for red cards

_____ Points deducted for excessive goal differential

(deducted when winning team scores more goals than their opponent in any one match)

Forfeited games will be scored as _____ to 0 (___ points) in favor of the team that did not forfeit. In the case a team withdrawing at the last minute or not showing, all preliminary games for that team will be scored as a forfeit.

17. Tie Breaking Procedure:

In case of a tie in tournament points following the completion of preliminary games, the advancing team will be determined based on the following criteria in the order specified:

- A. Head to Head competition – team that won the head to head competition between the teams that are tied will advance (should there be a tie in tournament points between three or more teams, the tie-breaking procedure begins with #B below.)
- B. When and if only two teams remain tied at any point while using this procedure, the order of tie breaking will recommence at #A above

- C. Team with the fewest losses advances
- D. Team with the highest goal differential advances (goals scored by a team minus goals allowed by a team, not to exceed a differential of 4 goals in any one match)
- E. Team with fewest goals allowed advances
- F. Team with most goals scored advances (not to exceed 4 goals counted for any one match)
- G. Team with fewest send-offs advances
- H. Kicks from the penalty spot as per FIFA rules. The team with the most successful kicks advances

ALL GAME RESULTS WILL BE CONSIDERED FINAL AND NO PROTEST OF THEIR OUTCOME IS ALLOWED

18. Format:

_____ Minimum games for each team in tournament (forfeited games will count in game minimum.)

_____ Teams per flight (optional)

19. Preliminary play (check all that apply):

- Each team in the flight will play the all other teams in their flight
- Each team will play all teams in the opposing flight
- Each team will play teams from within their own flight as well as cross-over games into opposing flight

20. Awards:

Type of Awards: Trophies Medals Other (specify type of award) _____

Awards will be given in these categories: 1st 2nd 3rd 4th 5th 6th

Participation pins will be given to: (check all applicable): each player coaches (2 per team)

Programs will be given to (check all applicable): each player coaches (2 per team)

21. Start Times and Forfeitures:

Teams must be at the field _____ minutes prior to the scheduled start time of their game in order to be checked in by referees or appointed tournament officials. Games will be started within _____ minutes of the designated start time. If a team has not taken the field with a minimum of seven (7) players within the _____ minute grace period, the game will be forfeited to the team that has taken the field with at least seven (7) players. If neither team takes the field within the _____ minute grace period, no points will be awarded to either team and the game will be declared a double forfeit.

The referee and/or Tournament Committee may terminate a game and award a forfeit if a team leaves the field during the game without the approval of the referee, the referee abandons a match due to excessive violent conduct and/or misconduct by the players, coaches or fans, or a team is deemed to be in gross violation of US Youth Soccer, **CYSA**, or rules of this tournament.

22. Home Team:

The team listed first on the game schedule is the home team and shall have their choice of the side of the field. Conflicts in jersey color will be resolved by the home team being required to change jerseys. The referee will determine if there is a conflict in jersey colors or keeper jersey colors. The home team will be responsible for providing the game card and the game ball.

23. Sportsmanship and Conduct:

Good sportsmanship is expected of all teams, officials and fans. Coaches are responsible for the conduct of their players, staff, parents and affiliated spectators.

24. Injuries and Medical Assistance:

Any injuries must be reported to a tournament official so that an accident report form can be completed. A tournament official will call 911 for an injury at the coach's or parent's request.

25. Weather Conditions:

If deemed necessary by the Tournament Committee, games may be shortened or cancelled due to extreme weather conditions.

26. Tournament Cancellation

If the tournament must be cancelled due to inclement weather, acts of civil disobedience, war, destruction of facilities or other circumstances deemed by the **CYSA** State Tournament Committee to be beyond the control of the hosting league, the tournament may retain up to 30% of the entry fee once the tournament's expenses are verified and approved by the **CYSA** Tournament Committee Chairman. Refunds of no less than 70% of the team's entry fee will be postmarked and mailed to the teams within 45 days of the approved tournament date.

27. Housing and Hotel Information:

Housing will not be provided. The individual teams must arrange hotel accommodations. A list of local hotels will be provided to accepted teams upon request.

28. Prohibitions:

Possession or consumption of alcoholic beverages or controlled substances is expressly prohibited at any of the sport fields or complexes. Any team (including players, coaches, parents and affiliated spectators) found violating these rules will automatically forfeit all games played, face possible expulsion from the tournament and will not be invited to any future tournaments hosted by this league.

Dogs are prohibited at this tournament.

Use of tobacco products is prohibited at this tournament. Use of tobacco products on the grounds of any public school facility is a violation of California State Law.

Referees will be instructed to abandon a game if, after being asked to do so, any person affiliated with the team refuses to remove a dog from the area of the soccer field, or if after being asked to do so, any person affiliated with the team refuses to cease the use of tobacco products in the area of the soccer field.

All Portable Shelters (EZ ups, tents, etc.) must be secured with either stakes or sandbags.

29. Tournament Committee:

The tournament committee shall consist of the Tournament Director and any other pre-designated Tournament Officials.

THE TOURNAMENT COMMITTEE RESERVES THE RIGHT TO ESTABLISH POLICY AS DEEMED NECESSARY IN REGARD TO PROBLEMS AND CIRCUMSTANCES THAT ARE NOT SPECIFICALLY COVERED. THE DECISIONS OF THE TOURNAMENT COMMITTEE ARE NOT SUBJECT TO APPEAL.