

CALIFORNIA STATE SOCCER ASSOCIATION – SOUTH

Sanctioned Tournaments

Manual of Operations

I. SANCTIONING WITH CAL SOUTH

1. Tournament sanctioning is required for Affiliate Members hosting tournaments. The Affiliate Member is responsible and accountable for the conduct and reporting requirements of the Tournament.
2. Any non-league matches in which fees are charged over and above the sharing of referee fees shall be considered a tournament and will require sanctioning. See definition of a "Friendly" below.
3. Tournaments applying for sanctioning with Cal South may not advertise or promote their tournament as a "Cal South Approved or Sanctioned Tournament" prior to receiving an official approval notice from Cal South.
4. Approved Cal South Sanctioned Tournaments shall be identified by:
 - a. Display of the Cal South Sanctioned Tournament Seal on their website
 - b. Display of the approved Cal South application on their website
 - c. Listing on the Cal South website from the time they are approved through the completion of the tournament.
5. Cal South Sanctioned Tournaments are subject to all Cal South rules and regulations.

II. CAL SOUTH SANCTIONED TOURNAMENTS ARE SUBJECT TO ALL CAL SOUTH RULES AND REGULATIONS. , TOURNAMENT CLASSIFICATIONS

1. Cal South Sanctioned Tournaments will be classified as follows:

CLASS I	Open to domestic youth teams affiliated with USSF and international teams affiliated with FIFA. *
CLASS II	Open to domestic youth teams affiliated with USSF
CLASS III	Open to recreational youth teams affiliated with USSF
CLASS IV	Small-sided tournaments (i.e. futsal, beach, etc.)
CLASS V	Open to all affiliated youth teams within the hosting affiliate's Cal South district

* Sanctioning for foreign teams requires approval of the HAPP 3-03 and HTED 3-03 (USSF).

2. Friendlies
 - a. Scrimmages or friendly matches may be hosted by a league with the following restrictions:
 - i. No fees over and above the actual costs of fields and referee fees can be paid.
 - ii. No recognition of winning teams or "champions", as these are non-competitive scrimmages and matches.
 - iii. No awards, pins, participation mementos or any gifts or giveaways.
 - iv. All participants must be registered with Cal South and have medical release forms and ID cards on site.
 - v. All coaches and administrators must be properly licensed, risk-managed and identified.
 - vi. The league must have current "field liability insurance" certificates for each facility used.
 - vii. Referees must be USSF-certified and risk-managed.

- viii. Assault, referee assault and serious misconduct must be reported by the referees within 72 hours, using standard USSF Referee Report forms and copies of match reports.
- ix. The purpose of "friendlies or scrimmages" may be player tryouts, practice sessions and training opportunities.

III. APPLICATION FOR SANCTIONING

1. Eligibility
 - a. Applications for Tournament Sanctioning must be submitted by a Cal South Affiliate Member.
 - b. Affiliate Members must be in good standing with Cal South.
 - c. Tournaments sanctioned by Cal South may not be concurrently sanctioned by any other sanctioning body.
 - d. Review and future approval is contingent upon completion of reporting from previous events. Failure to complete the required reports will delay or negate future approvals.
2. Application
 - a. Current application process and requirements will be available on the Cal South website. All applications must provide all required information to constitute a complete application. Incomplete applications will not be considered for review and approval.
 - b. Applications must be submitted at least 90 days before the tournament start date.
 - c. A \$100.00 Application Fee will be required at the time of submission.
 - d. Applications submitted within 90 days of the tournament start date will be required to pay a Late Fee of \$250 in addition to the \$100.00 Application Fee.
 - e. Applications may be filed throughout the year and are no longer limited to two application periods. Applications will not be considered if filed within 45 days of the tournament start date.
 - f. Only complete applications will be considered. Cal South will notify the tournament director at the email address provided if there is missing or inconsistent information. The date of application submission will be adjusted to the date the application was completed and all approval timelines will begin at the point at which a complete application was on file. If this occurs within 90 days before the tournament start date a Late Fee of \$250 will be applied.
 - g. Approvals may be granted by the Cal South Director of Tournaments and Competition once the tournament application is complete and has met all Sanctioned Tournament requirements.
 - h. Once approved, tournament dates may not be changed without Cal South approval. To apply for a change of previously approved tournament dates, a \$250 fee will be required.
 - i. Sanctioned Tournament Renewal applications may be submitted at any time but approval will not be granted until the previous year's tournament has been completed and all post tournament reporting has been submitted.
 - j. If the affiliate employs a third-party organization to conduct the tournament, the name of the third-party organization and the nature of the agreement must be stated on the application.
 - k. If the tournament is run in support of a charity organization and intends its revenue to be used in support of it, the name of the charity organization and the nature of the agreement must be stated on the application.

- l. Sanctioned Tournaments may be held over up to two consecutive weekends. Events scheduled over non-consecutive weekends will be considered separate events and separate applications must be submitted for each tournament.
- m. All sanctioned tournaments shall be required to post the tournament rules on the event website. It will also be required to provide Cal South with a working link to the tournament rules on the event website.
- n. All sanctioned tournaments shall be required to post a refund policy on their website. The refund policy must cover specific deadlines and amounts/percentages for full and partial refunds.
- o. Cal South retains the right to deny sanctioning.

IV. AMENDMENT AND CANCELLATION

1. Minor revisions to a listing including contact information, logos, and corrections of typos must be submitted to the Cal South Corporate Office by the Tournament Director within 5 business days of the change.
2. Amendments to an application must be submitted to the Director of Tournaments and Competition for review and approval.
3. Cal South Sanctioned Tournaments are required to notify Cal South in writing upon cancellation of the tournament and include a statement of the reason for cancellation, and submit the tournament report.

V. PRE-TOURNAMENT REQUIREMENTS

1. The Cal South Sanctioned Tournament Seal must be prominently displayed on the tournament website. Cal South recommends that Cal South Sanctioned Tournament Seal be included on all materials and correspondence (i.e. invitations, advertisements, etc.).
2. The approved Application to Host, endorsed by Cal South, must be available for download on the website
3. HAPP 3-03: If permission to accept participation of Foreign Teams was obtained from USYSA, tournaments must provide USYSA with a list of all accepted Foreign Teams, their home cities, countries, and age groups at least 60 days prior to the Tournament start date.

VI. TOURNAMENT OPERATIONS

1. Classification Requirements
 - a. Any requirements for risk management, rules, or certification of referees for a specific group play type must be met by the Cal South Sanctioned Tournament.
 - b. Adult tournaments must be sanctioned separately, using the Cal South Adult Sanctioned Tournament process.
2. Divisions
 - a. It is the responsibility of the Tournament Director to make their best effort to provide fair and challenging competition to every team accepted to a Cal South Sanctioned Tournament.
3. Signature Divisions
 - a. Class I, II tournaments may allow Signature and Recreational teams to “play up” in competitive divisions.

- b. Class III tournaments may allow Signature teams to compete in separate Signature divisions, in which Recreational teams may choose to play up as well.
4. Referees
 - a. The Referee Contract must be authorized and signed by a Cal South registered and USSF certified assignor.
5. Check-In
 - a. Cal South Sanctioned Tournaments may only accept domestic teams registered with a USSF affiliate, and foreign teams registered with a FIFA affiliate.
 - b. Each team must present player cards of only one sanctioning body (including guest players) for the purposes of insurance. (e.g. a Cal South [USYS] team may not include a player with a US Club or AYSO card).
 - c. The following items must be presented at Tournament Check-In and verified by the Tournament for all teams / players / administrators prior to their participation:
 - i. Player Roster, signed by the coach or manager verifying its accuracy
 - ii. A laminated USYSA Player Pass for all players and team administrators (Out-of-State player passes are acceptable as issued by the home state of the team. Foreign teams may use player passed from their appropriate sanctioning body)
 - iii. Signed Medical Release Forms for all player's.
 - iv. USYSA Travel Papers for all teams from outside Cal South if required
 - v. For all tournaments (Class I, II, III, IV, and V), Cal South teams must show proof that a League Program Administrator has a valid and appropriate Cal South Coaching License and has satisfied Cal South Risk Management.
 - vi. Any Cal South coach who has fulfilled the risk managements and licensing requirements may represent a Cal South team.
 - vii. Upcoming seasonal year passes may be used for tournament play beginning the 1st of July. Current seasonal year passes are valid and their use in tournament play is permissible for any tournament which completes play prior to the start of the upcoming seasonal year (September 1st). Cal South Sanctioned Tournaments, at their discretion, may implement a more restrictive policy on which seasonal year passes will be accepted.
 - viii. Travel Papers: It is the responsibility of the tournament director on behalf of the hosting organization/Cal South Affiliate to ensure that the check-in procedure is pursuant to travel policy of the traveling teams sanctioning body or association (i.e. USYS Region IV, AYSO, US Club, Foreign Teams). Cal South sanctioned tournaments may only accept player cards from one sanctioning body or association.
6. Operations
 - a. Tournament Headquarters shall be identified as such and properly staffed. The headquarters location must properly display tournament field locations, game schedules, standings, concessions, first aid and restroom or portable toilet locations.
 - b. A Field Marshall, easily identifiable and readily available, must be assigned to each venue for crowd control, information, etc.
 - c. Minimum rest between games shall be equivalent to the length of two games for that age group. Back-to-back "mini-games" shall not exceed the length of a regulation game, as modified by Cal South rules, for the age group playing the games.
 - d. Maximum roster sizes:
 - U10-under: 14 players per team
 - U11-U16: 18 players per team
 - U17-U19: 22 players per team

7. Discipline

- a. Tournament Directors shall maintain control of Administrator and Player Passes. In the event of an ejection (red card) the Pass shall not be taken by the Referee or any member of the Referee group, but shall remain in the custody of the Tournament Director or his/her designee until that specific case is adjudicated.
- b. Tournaments are responsible for adjudicating player or administrator assaults ("Other Assaults") that occur during play under the auspices of their respective tournament. All assaults and referee assaults must be remanded to Cal South within 72 hours of the incident. See Disciplinary Report.

8. Tournament Reporting

- a. Tournament Reporting is a requirement of all Cal South Sanctioned Tournaments. The completion and accuracy of reporting will be taken into consideration when that tournament, or another tournament run by the same Affiliate Member or Tournament Director, is considered for future sanctioning.
- b. Tournament directors will be required to submit a Disciplinary Report for all assaults, referee assaults and falsified documents. The report must provide the following:
 - i. First names, last names, player pass ID numbers, state associations, and team names of all persons involved.
 - ii. Referee assaults must be reported to the Cal South Director of Tournaments and Competition in writing, and with the referee reports, within 72 hours. All appropriate information will be submitted to Cal South's Protests, Appeals, and Disciplinary (PAD) Chairman for review.
 - iii. Serious misconduct (assaults, unacceptable team conduct, illegal players, etc.) shall be reported in writing within 72 hours to Cal South. Serious misconduct, if confirmed, is cause to declare a team ineligible to attend future Cal South sanctioned tournaments and/or receive travel papers.
 - iv. Reports from the referees shall be made using standard USSF Referee Report forms and include match reports for identification purposes.
- c. Failure to submit the Disciplinary Report within 72 hours may result in a fine of \$250.00 charged to the Cal South Affiliate member. Payment of any fine will be required prior to any future Sanction Application review and approval. Failure to submit report and pay the assessed fine may affect the Affiliate member's good standing with Cal South.
- d. Tournament directors will be required to submit a Tournament Report to Cal South within sixty (60) days after the last day of the tournament.
 - i. Total number of teams in each division.
 - ii. Field location(s) used.
- e. Failure to submit the Tournament Report within sixty (60) days may result in a fine of \$250.00 to the Cal South Affiliate member. Payment of fine will be required prior to any future Sanction Application review and approval. Failure to submit report and pay the assessed fine may affect the Affiliate member's good standing with Cal South.
- f. All Class I and II tournaments are required to pay a fee to support Cal South Program Development. The Program Development subsidy shall be received by the Cal South Corporate Office no later than thirty (30) days after the last day of the tournament.
 - i. Classes I, II - \$5 per team in the tournament
- g. Failure to submit the Program Development fee within thirty (30) days may result in a fine of \$250 to the Cal South Affiliated member. Payment of fine will be required prior to any future Sanction Application review and approval. Failure to submit the Program Development subsidy and pay the assessed fine may affect the Affiliate member's good standing with Cal South.

VII. TOURNAMENT ACCOUNTABILITY

1. Each Cal South Sanctioned Tournament is subject to review and evaluation by Cal South.
2. Cal South staff members must be permitted to observe check-in and disciplinary procedures at any Cal South Sanctioned Tournament.
3. Cal South reserves the right to request information from Sanctioned Tournaments for at least one year.