

TRAVEL HOSTING & TOURNAMENTS

3:40:00 **TEAM TRAVEL PROCEDURES:**

3:40:01 Any team desiring to travel outside the jurisdiction of the United States Youth Soccer of Nevada, must submit a properly completed “**Application to Travel**” form (Refer to 5:09:00, page 82), and “**Roster**” form (Refer to 5:10:00, page 83), to the League Registrar. No travel shall be allowed until approval of the application is made. Thirty (30) days is required for processing the application.

4:32:00 **TRAVEL, HOSTING AND TOURNAMENTS:**

4:32:01 It is the responsibility of the team coach to assure compliance with these rules. USYSNV insurance is not in effect in case of non-sanctioned play involving non-affiliated teams. USYSNV disclaims any responsibility and shall not be held liable for injury or other financial obligations resulting from events not in compliance with these rules.

4:33:00 **UNITED STATES:**

4:33:01 For travel within the United States, permission of your State Youth Association on the appropriate Travel Form is all that is required. **FILL IN COMPLETELY AND RETURN ALL COPIES TO YOUR LEAGUE REGISTRAR.** (Please PRINT or TYPE). The League Registrar will verify your Team Roster and forward the Travel Papers and Travel Roster to the State Tournament and Travel Director who will return one (1) copy to the team traveling, one (1) copy to the tournament director or hosting organization and one (1) copy to be retained by USYSNV.

4:33:02 Filing the proper forms 30 DAYS IN ADVANCE is required for your State Tournament and Travel Director to check the status of the tournament, team, club, etc. you plan to visit and to ascertain that they have their State’s permissions to host your team, or in case of a tournament, that all tournament procedures have been followed. Permission to travel cannot be granted if your host is unaffiliated, on suspension or in bad standing (Refer to 3:30:05 A. & B., page 56) with their Association. A fee of \$25.00 (twenty-five) must accompany all applications.

4:33:03 There is a \$5.00 (five dollar) per day fine for travel papers filed after the thirty (30) day window.

4:33:04 Travel papers will not be processed until all fees are paid.

4:33:05 Appropriate action by USYSNV will be taken against Teams, Clubs or Organizations who play teams outside of the jurisdiction of USYSNV without the proper authorization.

A. 1st Offense: A \$300.00 minimum fine payable within 30 days of notification. If not paid, the coach and all parents/players involved will be notified of disciplinary hearing.

B. 2nd Offense: Traveling rights will be suspended for the seasonal year and/or a fine of \$600.00 payable within 30 days of notification. If not paid, the coach and all parents/players involved will be notified of disciplinary hearing.

4:33:06 USYS Player Passes must be carried when playing out-of-state. Teams must carry signed USYS medical releases in case emergency medical care is required. The medical release is on the USYS Player Registration Form.

4:33:07 The head coach of any team traveling outside the jurisdiction of USYSNV must have a minimum Age Appropriate license. Any coach who holds an alternative license may apply to the State Director of Coaching or the USYSNV BOD, with a League recommendation, to determine if that license is sufficient (Refer to 3:29:01 A., B. and C., page 44.)

4:33:08 Any team who travels to a tournament outside the jurisdiction of USYSNV and deliberately forfeits any matches(s) during the tournament play, will be barred from traveling to any tournaments for a period of one (1) year.

4:33:09 Travel forms are not necessary for travel within the jurisdiction of USYSNV or at Regional Cup Competition.

4:33:10 **Guest Player Limits:**

- A. Teams may add the number of guest players allowed by the tournament they are participating in to bring their traveling team roster up to a maximum of eighteen (18) players. (Revised 8/3/03).
- B. USYSNV State approved tournaments may allow up to five (5) guest players.

4:33:11 A USYSNV Roster of all players and team officials must be submitted with all travel applications.

4:34:00 **TRAVEL TO FOREIGN COUNTRIES:**

4:34:01 Teams wishing to travel to foreign countries **MUST** submit (2) full sets of the following paper work at least **90 days in Advance of departing**: (Refer to USYS Travel and Tournament Policy, March 1, 2001, Sec. 205, pg 8).

- A. (1) Copy of the official brochure, pamphlet, invitation or other applicable material of the tournament or match host,
- B. (1) **Application for Foreign Travel** (Refer to 5:11:00, page 84),
- C. (4) Copies of the **USYSNV Team Roster** with all players and team officials listed and signed by appropriate registrars, (Refer to 5:10:00, page 83),
- D. (1) Copy of the **Ted Stevens Olympic and Amateur Sports Act** (Refer to 5:12:00, page 85), and
- E. Any fees required to be paid.

4:34:02 The team is responsible to send one (1) set to their State Tournament and Travel Director and the other set to USSF. USSF will notify the National Association in the country or countries to which the team is traveling that it is properly affiliated and has permission to travel. A copy of the approved application will be returned to the State Tournament and Travel Director and also to the traveling team. The permission to travel form must be carried with the team while traveling.

4:34:03 The Team is responsible to contact the appropriate officials in each of the countries to which the team is traveling to determine which documents are required.

4:34:04 A travel processing fee of \$25.00 (twenty-five), payable to United States Soccer Federation, in addition to the normal \$25.00 (twenty-five) USYSNV fee, must accompany the packets when being submitted. Forms without the processing fee will be returned. A team which travels without securing approval of its Application for Foreign Travel shall be subject to sanctions by USYSNV and USSF, including the possible prohibition of future travel or suspension of the parties concerned.

4:35:00 **HOSTING TEAMS AND FRIENDLY MATCHES:**

4:35:01 To invite a team from another state association to participate in friendly, exhibition or tournament matches, the hosting team/club or organization must submit an **Application to Host a Tournament or Games** (Refer to 5:14:00, page 87) at least thirty (30) days in advance of the competition to the State Tournament and Travel Director.

- A. The head coach of the hosting team/club or organization must hold a minimum USYSNV 'D' license and must be present at each match.

4:35:02 The State Tournament and Travel Director will then:

- A. Determine if the host team/club or organization is in good standing with the association and that its head coach has the required age appropriate license. Also, that it understands its responsibilities to the visiting team in regards to hospitality, accommodations and the use of USSF registered officials only.
- B. Ascertain that the visiting team is in good standing (Refer to 3:30:05, page 56) with its association and has the necessary permission to travel.
- C. Approve the Application to Host a Tournament or Games form and forward it to the host team/club or organization.

- 4:35:03 The State Tournament and Travel Director will report any incidents involving ejections or cautions to the players home association.
- 4:35:04 Appropriate action by USYSNV will be taken against Teams, Clubs or Organizations who play teams outside of the jurisdiction of USYSNV without the proper authorization.
- A. 1st offense: A \$300.00 minimum fine payable within 30 days of notification, if not paid, the coach and all parents/players involved will be notified of disciplinary hearing.
 - B. 2nd offense: Traveling rights will be suspended for the seasonal year and/or a fine of \$600.00 payable within 30 days of notification, if not paid, the coach and all parents/players involved will be notified of disciplinary hearing.

4:36:00 **HOSTING TEAMS - FOREIGN COUNTRIES:**

- 4:36:01 To invite a team from another National Association to participate in friendly, exhibition or tournament matches, the **Application to Host a Tournament or Games Involving Foreign Teams** (Refer to 5:16:00, page 89) must be submitted to the State Tournament and Travel Director at least ninety (90) days in advance of the tournament or competition. The State Tournament and Travel Director will forward the application to USSF, who will coordinate with the National Association of the team being invited, and if all conditions are met, will issue the approved Application to a Host Tournament or Games Involving Foreign Teams.
- 4:36:02 Except as provided in these Bylaws, each National Association, National Affiliate, National Member, Other Affiliate and Associate has exclusive jurisdiction over its own programs and activities. However, any such organization wishing to conduct international soccer competition to be held in the United States, or sponsor international soccer competition to be held in the United States, must first obtain a sanction from the Federation.

4:37:00 **HOSTING AND PARTICIPATING IN INTERNATIONAL MATCHES:**

- 4:37:01 The Federation has full jurisdiction to arrange national and international competitions in conformity with the statutes and regulations of FIFA.
- 4:37:02 A. The Federation has full jurisdiction over all international competitions in the United States by Members of the Federation, organizations that are Members of the Federation and teams of any other FIFA national association.
- B. Teams and professional Leagues of other FIFA national associations may not schedule matches or competitions in the geographical territory of the Federation without prior written approval of the Federation.
- C. The Federation has full jurisdiction over all competitions played by Federation Members, and members of Federation Members, outside of the United States. Prior consent of the Federation is required. The Federation shall inform the other FIFA national association concerned when consent has been given. The Federation shall also inform the other FIFA national association concerned of any matches known to have been arranged or played within its jurisdiction for which consent has not been given.

4:38:00 **PROCEDURES TO HOST TOURNAMENTS:**

- 4:38:01 PERMISSION TO HOST A TOURNAMENT - Any affiliated organization desiring to host a tournament shall submit to the State Tournament and Travel Director, the following:
- A. A completed **Tournament Application Cover Sheet** (Refer to 5:13:00, page 86).
 - B. A completed **Application to Host a Tournament or Games** form (Refer to 5:14:00, page 87).
 - C. A completed and executed **USYS Tournament or Games Hosting Agreement** with supporting data (Refer to 5:15:00, page 88).

- D. Appropriate fees (Revised 7/29/03).
 - E. Proof of Non-Profit status (Revised 7/29/03).
 - F. Description of Hosting Organization, League, Club or Affiliated Organization (Revised 7/29/03).
- 4:38:02 A copy of the tournament invitation and a copy of the tournament rules shall be forwarded to the State Tournament and Travel Director at the time they are distributed to visiting teams.
- 4:38:03 Only teams, clubs, Leagues or associations affiliated with USYS may be granted permission to host tournaments. When a private organization provides sponsorship for a tournament, the permission to conduct the tournament is granted only to the USYS member team, club, League or association and not to the sponsoring organization.
- 4:38:04 A copy of the approved Application to Host a Tournament or Games form must accompany all invitations. Application to Host a Tournament or Games form need only be submitted by the host organization, and local teams which host out of state teams as part of a tournament are not required to submit an Application to Host a Tournament or Games. Once permission has been received from the host association, invitations may be sent to state associations in the United States. If teams from other countries are to be invited, the application and a copy of the tournament rules must be sent to USYS for approval at least thirty (30) days before the tournament. The specific invited countries must be identified to USYS.
- 4:38:05 The invitations must be sent to the state youth associations of each state or the provincial association from which teams are invited and also to USYS. This is essential to enable state youth associations to know that the tournament has been sanctioned and thereby to enable them to approve applications to travel by teams from their association wishing to participate and also to enable USYS to be a source of tournament information. A summary of the rules and regulations governing the tournament shall be submitted, with the tournament invitation, and shall include the following:
- A. A list of Tournament Directors, including names, addresses and phone numbers.
 - B. What publicity information is required, including pictures, etc.
 - C. What costs and expenses are to be paid by the visiting teams: i.e., entry fee, referee fee, parking fees, etc.
 - D. Whether a performance bond is required.
 - E. A description of the awards (if any). Whether patches are to be exchanged.
 - F. If accommodations are not being provided, a list of motels, with phone number and rates, should be sent to visiting teams.
 - G. The invitation must state that the proper USYS travel procedures must be followed.
 - H. The invitation must state that USSF rules regarding the use of USSF registered officials only will be followed.
- 4:38:06 Particular care should be exercised to properly identify, on the form, the types of teams that will be participating.
- 4:38:07 The **USYS Tournament Hosting Agreement** shall be signed by the State Tournament and Travel Director and by the Tournament Director. The form shall provide that the host organization agrees:
- A. **ABIDE BY THE RULES** - That it will abide by all statements made in its application form, in its tournament invitation, in its tournament rules, in the USYS Travel and Tournament Manual and in the USYS Hosting Agreement. All decisions regarding acceptance of teams into a tournament shall be fairly and impartially made and shall not be based upon race, creed, color or national origin.
 - B. **INVITATIONS** - That the **Tournament Approval** form (Refer to 5:14:00, page 87) shall accompany ALL TOURNAMENT INVITATIONS distributed by it.

- C. **REQUIRING MEDICAL AUTHORIZATIONS** - That all teams participating in the tournament are required to provide medical authorizations for each player in a form adequate for use at the site of the tournament. These authorizations shall be presented to the host organization at registration and kept at the field, available for use by the team.
- D. **ADVANCE PUBLICATION OF RULES** - That the tournament rules shall be published and given to each team accepted PRIOR TO the tournament.
- E. **CREDENTIALS CHECK** - That, if required by the host state association, it shall:
1. Conduct credentials check at registration and/or
 2. At the field prior to each match by a field marshal to ensure that:
 - a. All players are registered with USYS.
 - b. Are properly rostered with their teams, and
 - c. Are participating in accordance with representations set forth on the Permission to Host Tournament form. (Note: Labor Day Tournaments shall be conducted on passes and rosters for the NEW seasonal year.)
- F. **USE OF USSF REGISTERED REFEREES** - That it will, in accordance with USSF rule 1203, use only USSF registered referees for all tournament matches, utilizing a one (1) or three (3) referee system. State associations may specify a three (3) referee system be used in certain age divisions. That it has selected an Assignor, giving name, address and phone number, to assign referees for the tournament matches and that the Assignor has represented to it that there will be an adequate number of USSF registered referees available in the area during the tournament dates to cover the scheduled tournament matches.
- G. **USE OF FIELD MARSHALLS - FIELD INSPECTION** - That during the tournament each match field will have a field marshal assigned to it at all times; that the field Marshall will be readily available and identifiable; that prior to the commencement of every match the field marshal will inspect the field to be sure that it is free from objects or conditions that may cause injury. If any such condition exists, which cannot be immediately corrected, it shall be brought to the attention of the referee and the Tournament Director. The name, address and phone number of the Director of Field Marshals shall be specified.
- H. **USE OF SPECTATOR LINES** - That it will take appropriate steps, including where feasible, the use of spectator lines on each field, to keep the spectators off the touchline.
- I. **AVAILABILITY OF POLICE AND RESCUE SERVICE** - That local police, ambulance and emergency rescue services have been notified of the date of the tournament and the times and fields which will be used for matches and will be available to render assistance if needed.
- J. **TOURNAMENT RULES - BEHAVIOR** - That tournament rules contain provisions ensuring that the behavior of teams, players, coaches and spectators on the sideline is appropriately controlled including provisions for:
1. Spelling out the disciplinary measures to be imposed for the issuance of red and yellow cards or other improper conduct.
 2. Indicating what procedures will be followed regarding protests and appeals.
 3. Indicating that all disciplinary measures imposed by host organizations shall be limited to placing restrictions upon an individual's or group's participation in the tournament.

4. Indicating the issuance of all red and yellow cards or other matters involving the conduct of a team, its players, coaches or supporters will be recorded by the host organization and also reported immediately to the home state association and the home club/League except that all matters involving a referee assault shall, in accordance with USSF Rule 1108, be referred immediately to the host State Association.
5. Indicating that the home State Association and the home club/League shall, except in the case of referee assault, have the responsibility for imposing, should the circumstances warrant, **additional** sanctions, within their respective jurisdictions, with regard to any matters arising from the tournament.

4:38:08 **TOURNAMENT CANCELLATION** - That the tournament invitation sets forth what refunds of fees paid by participating teams, if any, shall be made if all or a portion of the tournament is canceled by the host organization for any reason.

4:38:09 **POST TOURNAMENT REPORT** - That it shall file the USYS Tournament Report with USYSNV within fifteen (15) days after the conclusion of the tournament. Failure to file the report on time shall preclude the tournament host from receiving a sanction for any tournament for the following seasonal years until the report is filed. The Tournament Report shall include the following information:

- A. The number of teams participating in each age division (boys and girls).
- B. If a champion is determined, the name of the champion for each age division.
- C. The number of teams from each state association or foreign country.

4:39:00 **TRAVELING OUT OF THE STATE OF NEVADA:**

4:39:01 When traveling for a tournament, to a foreign country, or just to play some friendly matches with another team out of state, you must file an application to travel and a USYSNV roster form. These (2) forms can be obtained at the League or State office and must be returned, completed, with appropriate fee, to the League or State office.

4:39:02 The **APPLICATION FOR TRAVEL** form is a multiple use, (2) part form. Team information must be filled out in the first section. Team manager/coach should be the contact person in case there is a problem. For tournaments, you would fill out the second section. For friendly matches in another State, third section should be filled out. The bottom section is for the State to fill out. **PLEASE PRINT AND PRESS FIRMLY.** You are making (2) copies.

4:39:03 The **USYSNV ROSTER FORM** is a (3) part form. Team information must be filled out at the top of the form (the State association is United States Youth Soccer of Nevada and the Region is IV, list players alphabetically, with their registration numbers and birth dates (located on your player cards). **PLEASE PRINT AND PRESS FIRMLY.** You are making (3) copies. Your roster must not exceed (18) players at any time.

4:39:04 **FORMS MUST BE TURNED INTO THE OFFICE (30) DAYS PRIOR** to traveling to a tournament, (10) days prior to traveling for friendly matches and (90) days prior to traveling out of the country ([2] sets of paperwork required (Refer to 4:34:00, page 75). The traveling fee is \$25.00 (USYSNV) for tournament or friendly matches and \$50.00 (\$25.00 to US Soccer + \$25.00 to USYSNV) for foreign travel. **Late fees are assessed at the rate of \$5.00 per day for in country and \$50.00 late fee for foreign travel.**

4:39:05 A copy of the forms will be sent to the tournament and a copy to the team manager/coach on the application form. A copy is kept at the State office and your League should have a copy also. If you do not receive your copy by the Monday before you are to leave, contact the travel and tournament person through the State office at 870-3024.

- 4:39:06 **GUEST PLAYERS** to your team. You may take the number of guest players (players registered with another team) with you as allowed by the tournament you are participating in. You must first call the coach of the team (before asking the player) to get permission to take them with you. When the coach and player's parents agree, you must fill out a Player Action Form (available at the League/State office) and an amended roster form. The player, parents and lending coach's signature is required on the Player Action Form. Remember, your roster must not exceed (18) players at any time. (Revised 8/3/03).
- 4:39:07 The **AMENDED ROSTER FORM** is to be filled out for players added after the original roster is turned in. Use the USYSNV Roster Form and refer to the instructions above if you added anyone to your roster. If you use guest players, the Player Action Form must accompany the roster. (Only those different from the original roster need to be on the amended roster). If someone on the original roster is not going with you, fill out their information and on the signature line, print: "NOT TRAVELING". Remember – Your travel roster must not exceed (18) players at any time.
- 4:39:08 The last day an amended roster can be turned in is noon (12:00 p.m.) on the Friday before you leave. You must make arrangements to pick up this form on Friday (either at the State or League office). It will have to be hand carried to the check-in at the tournament/friendly matches.
- 4:39:09 The **CHECK-IN** for a tournament is usually held on Friday evening. Most tournaments will want to see your signed consent for medical treatment (membership form) and a player pass for every player (including guest players). Take a copy of each player's birth certificate in case you need it and make sure you have a copy of the travel papers and all your travel rosters in case the set that was mailed to the tournament gets lost.

4:39:10 **NOTES:**

5:09:00 USYS APPLICATION TO TRAVEL:

5:10:00 USYSNV ROSTER FORM:

5:11:00 USSF APPLICATION FOR FOREIGN TRAVEL:

5:12:00 **USSF TED STEVENS OLYMPIC AND AMATEUR SPORTS ACT:**



5:13:00

United States Youth Soccer of Nevada

TOURNAMENT APPLICATION COVER SHEET

Tournament Name: _____

Organization Name: _____ Date: _____

Submit at time of Application:

Required Every Year:

Date Received:

- | | |
|------------------------|-------|
| 1. Application | _____ |
| 2. Hosting Agreement | _____ |
| 3. Copy of Application | _____ |
| 4. Copy of Rules | _____ |
| 5. Appropriate Fees | _____ |

Required for New Tournaments:

Date Received:

- | | |
|--|-------|
| 6. Proof of Non-Profit Status | _____ |
| 7. Description of Hosting Organization | _____ |

Approved _____ Disapproved _____

Tournament & Travel – Cathy Murphy Date

Reason: _____

Submit after Tournament is over:

Required Every Year:

Date Received:

- | | |
|-------------------------------------|-------|
| 1. Post Tournament Report | _____ |
| 2. Application Packet for next year | _____ |

Bring Packet and Check or Money Order to:

United States Youth Soccer of Nevada
5650 W. Charleston Blvd. #13 * Las Vegas, NV 89146
(702) 870-3024 (O) * (702) 870-9990 (F)
www.usysnv.net * usysnv@aol.com

5:14:00 USYS APPLICATION TO HOST A TOURNAMENT OR GAMES:

5:15:00 USYS TOURNAMENT OR GAMES HOSTING AGREEMENT:

**5:16:00 USSF APPLICATION TO HOST A TOURNAMENT OR GAMES INVOLVING
FOREIGN TEAMS:**

**5:17:00 USSF INTERNATIONAL TOURNAMENT/GAMES HOSTING
AGREEMENT:**

5:18:00 USSF APPLICATION FOR INTERNATIONAL CLEARANCE:

5:19:00 **USSF INTERNATIONAL CLEARANCE WAIVER FORM:**