



## Sanctioned Tournament Approval Policy

This document outlines the requirements to receive Arizona Soccer Association (ASA) sanctioning for a youth soccer tournament in the state of Arizona.

Any requested deviation from this policy must be submitted in writing to the Tournament Committee (herein after referred to as the "Committee"). The Committee will review such requests on a case-by-case basis. The sanctioned tournament policy is subject to review by the Committee on at least an annual basis. All sanctioned tournaments must adhere to the policy in effect on the date of the sanctioned event. If changes in policy are recorded, sanctioned tournaments will be given a 30-day advance notice of the change. The policy posted on the ASA website shall reflect the most to date policy and revision date.

### 1. Tournament Classification

- 1.1 All tournaments are classified as either "standard" or "custom."
- 1.2 Tournaments classified as "standard" are those which follow US Youth Soccer guidelines regarding the number of players on the field and Laws of the Game. This includes teams in the Academy age groups.
- 1.3 Tournaments classified as "custom" are those that are distinctly different from those listed above, such as 3v3 and any format not specific to any age group.
  - 1.3.1.1 ASA will only sanction custom youth-only tournaments during the summer (May 1-August 31).
  - 1.3.1.2 Custom tournaments are exempt from the total number of allowable tournaments for a club. All other criteria detailed in this policy shall apply to custom tournaments.

### 2. Application Deadline

- 2.1 The deadline to apply for a tournament is April 1 of the season preceding the requested tournament date(s). Applications are for one season only.
- 2.2 A club/host organization may submit a request to host a returning tournament after the **April 1 deadline upon payment of a \$500 late fee.** Payment of the late fee is not a guarantee the requested event will receive sanctioning.
- 2.3 No late applications will be accepted for new events.
- 2.4 Once an event date is sanctioned, any request to change the date of that event is considered a separate application. Late fees and new event limitations apply.

### 3. Sanctioning Requirements

#### 3.1 The host organization must:

3.1.1 Be an ASA member in good standing; AND

3.1.2 Have a minimum of 200 ASA registered players at the time of its application

3.1.2.1 Organizations with fewer than 200 registered players may co-sponsor a community-based event with ASA or a district league. Community-based events are those which benefit (in the form of fundraising or donations) a non-soccer charity or non-profit organization.

3.2 Member organizations that meet the requirements described in 3.1.1-3.1.3 will be allowed to host no more than two (2) sanctioned tournaments per year.

3.2.1 Additional applications in excess of this limit may be considered, taking into account the impact on other events, the proposed tournament classification, and the requirements outlined in this policy.

3.2.2 A sanctioned event in Maricopa County or Pima County must take place over a single, continuous weekend to be considered as one event. Tournaments divided by gender or age group that take place on separate dates are considered two events.

3.3 Geographic sanctioning limits are applied as follows:

3.3.1 No more than one sanctioned event may take place in Maricopa County on any given weekend; AND

3.3.2 No more than one sanctioned event may take place in Pima County on any given weekend; AND

3.3.3 No more than three sanctioned events may take place in the State of Arizona on any given weekend

3.4 Applications are considered based on the following criteria:

3.4.1 Requested date(s) and possible alternative date(s)

3.4.2 Tournament type (standard or custom)

3.4.3 Location of games, considering in which county will the tournament be held, other tournaments in the same city at the same time, field availability

3.4.4 Committee discretion may be used based on the “good of the game”

3.4.5 The Club’s past history of hosting tournaments

3.5 Organizations requesting tournament sanctioning must submit the following:

3.5.1 “Application to Host a Tournament or Games”

3.5.2 Tournament report from previous season, with payment, if applicable

3.5.3 If applying to host foreign teams:

3.5.3.1 “Application to Host a Tournament of Games Involving Foreign Teams.” This application must be submitted directly to US Soccer with a copy to ASA.

3.5.3.2 “US Soccer International Tournament/Games Hosting Agreement” (aka “Ted Stevens Act”). This application must be submitted directly to US Soccer with a copy to ASA.

- 3.5.4 A copy of the tournament rules to be used. If the rules are subsequently updated before the tournament date, a copy of the revised rules must be submitted with the tournament report with the original rules and must clearly indicate where changes were made.
- 3.5.5 Copy of the tournament procedures, including all of the following:
  - 3.5.5.1 Description of tournament roles
  - 3.5.5.2 Description of responsibilities for each role (e.g., field marshal)
  - 3.5.5.3 Procedures for escalation and emergency incident handling, including a facility map with identifying labels for location of headquarters, restrooms, facilities, vendors and paths for emergency entrance and exit,
  - 3.5.5.4 Emergency contact information for local police, ambulance service and emergency rescue services on the date of the event.
- 3.6 Returning tournaments which did not meet the requirements listed above in the previous year's event shall be placed on probation for a minimum of one year when the event is submitted for renewal. If the criteria are not met during the probationary period, sanctioning will not be renewed. Reapplication shall fall under the guidelines provided herein under Section 4, "Loss of Tournament."
- 3.7 The Committee may approve applications after considering the impact of potential conflicts, such as:
  - 3.7.1 Multiple tournaments in the same city or county on the same date
  - 3.7.2 Multiple tournaments in different parts of the state on the same date
  - 3.7.3 Competitive and development/recreational tournaments on the same date in the same city
- 3.8 Post-sanctioning considerations
  - 3.8.1 Any organization that has been approved for a tournament which undergoes a merger, name change, or acquisition must reapply with current authorized officers of the member club. The application must be received within 60 days of the change or a minimum of 10 days before the prior to tournament hosting date.
- 3.9 Operational Reviews
  - 3.9.1 Any tournament placed on probation may be required to participate in an operations review each year it is on probation.
  - 3.9.2 Second year tournaments may be required to participate in an operations review of their first-year event before sanctioning is formally approved.
  - 3.9.3 The operations review consists of a meeting between the ASA Chief Soccer Officer or designee, members of the club's tournament committee, and ASA other staff or board members. The meeting shall focus on successes and failures of the event and determine what (if any) procedures must be implemented to improve the operational performance of the event. All agreed-upon changes and procedures must be implemented, or have a written plan for

implementation, within 30 days of the review.

#### 4. Loss of Tournament

- 4.1 Should a tournament be suspended, the host organization may reapply for sanctioning once the suspension period has concluded. The tournament will then be considered a new tournament, subject to new tournament policies. As with all new tournaments, no date priority will be awarded (i.e., the tournament may lose its preferred date)
- 4.2 Should a member not apply for a tournament after prior approved tournament dates in a calendar year, the member must reapply as a new tournament.

#### 5. **Tournament Fees**

- 5.1 Each "Standard" tournament shall be assessed a **\$7.25** per team fee, payable with the tournament report.
- 5.2 Each "custom" tournament will be assessed a **\$5.25** per team fee, payable with the tournament report.
- 5.3 All tournament fees are due 60 days after completion of the tournament.

#### 6. Tournament Invitations

All tournament invitations must contain the following information:

- 6.1 Copy of the approved "Application to Host"
- 6.2 Dates of the tournament
- 6.3 Copy of tournament rules (the rules may not generically reference a rule source, such as "US Soccer rules," as this does not cover all tournament rules and small sided games)
- 6.4 Entry fee
- 6.5 Late fees, if applicable
- 6.6 Refund policy, including deadlines and description of timeframes in which refunds will be made.
- 6.7 Inclement weather policy
- 6.8 Entry deadline
- 6.9 Age groups and genders
- 6.10 Game durations, including any modifications
- 6.11 Housing, if applicable
- 6.12 Acceptance criteria (if any)