



Sanctioned Tournament Operations Policy

This document outlines the operational requirements to maintain 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 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 Operations Requirements

1.1 Officials

- 1.1.1 All tournaments must have a currently licensed referee assignor to assign referees for their tournament games.
- 1.1.2 Only US Soccer currently registered referees will be allowed to officiate tournament games. In emergency situations, a parent or other individual may be used as an assistant referee (AR).
 - 1.1.2.1 Only US Soccer registered referees may be paid.
 - 1.1.2.2 Any tournament which pays an unlicensed referee or any other person to officiate a game will be fined \$500 per occurrence (per game).
- 1.1.3 A three-man referee system must be used for all 9v9 and 11v11 games. US Youth Soccer, ASA and US Soccer do not recognize any other referee system other than the three-man system. Should, for any reason, a game be short one official, the format would be as prescribed by US Soccer.
 - 1.1.3.1 Under no circumstances is authorization granted to use a dual referee system (two center referees). A game using a dual system is unrecognized and unsanctioned. Any tournament found using a dual system in even one game shall be fined \$500 per occurrence.
- 1.1.4 A center referee must be used for all games.
- 1.1.5 It is permissible to use a one-man referee system for 7v7 and 4v4 games.
- 1.1.6 Widely accepted guidelines which cover payment of referees, including under varying or unusual circumstances, are documented

in Appendix B. Should a tournament decide to establish policies that are different from those in Appendix B, the tournament shall notify the appropriate referee assignor, who must inform all referees who are working games at the tournament.

- 1.1.7 The officials of a tournament (tournament committee, field marshals, etc.) and/or host organization shall not divulge the identity of referees to anyone outside of those persons required to know to operate the tournament. This is a risk management issue and the tournament and/or host organization shall establish procedures in dealing with inquiries or complaints concerning referees.

Typically, persons inquiring as to the identity of a referee or who wish to file a grievance shall be instructed to:

- 1.1.7.1 Make use of the Rate-a-Ref page on the ASA website.
- 1.1.7.2 Contact the tournament director for issues that require immediate attention.

1.2 Game Duration

- 1.2.1 The length of time each game played in the tournament must be clearly explained on the Application and all tournament invitations (e.g., “All games are regulation time”, or “All games are 30-minute halves,” or “Preliminary games are 30-minute halves and semi-final and final games are regulation time.”)
- 1.2.2 The tournament must indicate how game times may be affected by the inclement weather policy.
- 1.2.3 The minimum required rest period is equal to the length of one normal game for the applicable age, or one hour, whichever is less.
 - 1.2.3.1 The recommended rest period between scheduled games is equal to the length of two normal games for the applicable age group, or two hours, whichever is less.
- 1.2.4 Teams and players shall only play two games applicable to their age group in a day.
- 1.2.5 Players are only allowed to be rostered on one team per tournament unless approved by tournament. Players can only play two games a day.

1.3 Player and Team Credentials

- 1.3.1 All players, coaches, and assistant coaches must have a current year FIFA, US Soccer, USYSA, US Club, ASA, AYSO, ODP, or affiliate member pass, depending on the type of tournament sanctioning (restricted or unrestricted).
 - 1.3.1.1 The pass must have a clearly identifiable, full-faced photo of the player or coach listed on the pass. Referees, tournament officials, and/or field marshals may reject the pass if the player or coach cannot be readily compared with the photo on the pass. Rejected passes shall be turned over to ASA for handling.
 - 1.3.1.2 Player passes must be examined and matched against the scorecard by a referee assigned to the match. This must take

place before the start of a game unless approved by Tournament Director.

- 1.3.2 All players must have a signed medical release form. These forms must be presented to the hosting organization upon request and must be present with the coach or credentialed team official present at every tournament game.

Should circumstances out of the team's control (e.g., fire, theft, etc.) prevent paperwork from being available, the tournament committee should work with the team and relevant state association to resolve the matter as quickly as possible. Such extenuating circumstances in itself should not prevent a player and/or team from participating. All teams traveling from outside Arizona to the tournament must have a copy of their association's approved travel authorization (if required) and team roster with them at the time of tournament check-in. The team's association may send this information directly to the hosting organization.

- 1.3.3 Recreational players registered as ASA/USYS tier 4 (in-house players) are allowed

to play in their own organization's ASA sanctioned tournament

- 1.3.3.1 A tier 4 team or player wishing to play in another organization's ASA sanctioned tournament must re-register in a higher tier and have player passes issued for the tournament.

- 1.3.4 Player Credential Check-in Prior to Commencement of Games

- 1.3.4.1 Teams must provide an official pass (excluding ASA tier 4 teams playing in their own club's event) with a current year photo for each player and coach. A team may only utilize player passes from a single organization (i.e., it is impermissible to utilize ASA passes and US Club or AYSO passes).

- 1.3.4.2 Teams must provide a signed medical release form for each player. ASA does not require notarized signatures.

- 1.4 Player/Coach Ejections and Send-offs

- 1.4.1 During the course of a tournament, should a coach, player or spectator be sent off the field by the center referee, the tournament discipline committee should determine the disposition of the length of the suspension following ASA Red Card Standards and Procedures. Tournament officials shall take necessary measures to remove the disturbance. However, that committee has no authority to suspend anyone for longer than the remaining number of games in the tournament. All parents are members of ASA through their child's registration and can be subject to discipline.

- 1.4.2 The center referee is required to submit a report on an official ASA misconduct form, known as the Referee Sendoff Report. The tournament shall allow written rebuttal before disposition of the

suspension.

- 1.4.3 The tournament shall provide a Suspension Fulfillment Form to a representative of the team of the player or coach to whom the red card was issued. If the form is returned to the tournament, it shall be appended to the red card report and submitted to ASA as part of the 48-hour report.
 - 1.4.4 Per Red Card Suspension Standards, a minimum of a one game suspension is mandatory for any player connected with the team, and a minimum two game suspension is required for any official connected with the team (i.e., coaches, assistant coaches and team managers.)
 - 1.4.5 Fighting is a mandatory “length of tournament” suspension.
 - 1.4.6 All completed ASA Sendoff Report forms must be emailed to: asatournaments@azyouthsoccer.org by 4:00 pm on Tuesday (or Wednesday if the event ends on a Monday) following the completion of the tournament even in the event the suspension has been fulfilled during the tournament and the player pass has been returned.
 - 1.4.7 Failure to submit a timely misconduct report, providing the referee responsible for the game has turned in his/her report, will result in the tournament being fined as follows:
 - 1.4.7.1 Reports turned in after 4:00 pm MST the Tuesday (or Wednesday for tournaments that finish on a Monday) after the tournament shall be fined \$100.
 - 1.4.7.2 For each subsequent day the report is not turned in, an additional \$25 per day shall be assessed until the report is received by ASA.
- 1.5 General Policies
- 1.5.1 A tournament must indicate on the application and related websites or invitation the name of the designated tournament official and provide an e-mail address and phone number for teams to contact with questions or concerns.
 - 1.5.2 The tournament website must clearly and prominently identify that the event is sanctioned by ASA and USYS.
 - 1.5.3 The tournament headquarters must be clearly identified during the event at each field or complex.
 - 1.5.4 Schedules must be posted at least seven (7) days prior to the start of the tournament.
 - 1.5.5 Clubs and/or hosting organizations must assemble an adequate staff for a credentials check-in before the start of the tournament.
 - 1.5.6 Referees must be made aware of the method of payment prior to the start of the tournament.
 - 1.5.7 Clubs and/or hosting organizations must assemble a staff of site

coordinators to oversee staff at each field location. The site supervisor must be knowledgeable of all tournament rules and regulations issued by ASA, the tournament, and the host city where the fields are located.

- 1.5.8 Teams must be provided timely updates of scores and standings.
- 1.5.9 All participants must be advised on the proper procedure for addressing referee complaints.
- 1.5.10 The safety of all participants shall be ensured by the club/hosting organization.
- 1.5.11 Adequate security must be provided.
- 1.5.12 First responders must have access to all playing locations.
- 1.5.13 Tournaments must follow the ASA head injury/concussion policy.
- 1.5.14 All teams must be furnished with a complete set of tournament rules at least seven (7) days prior to the start of the event, and rules must be published on the tournament's website.
- 1.5.15 All teams must be provided the tournament's inclement weather policy.
- 1.5.16 Adequate restroom facilities must be available at all tournament locations.
- 1.5.17 Player passes shall be checked prior to all games unless approved by Tournament Director.
- 1.5.18 Player passes, except for players who have been ejected from games, shall be returned to the team upon request following the conclusion of the game. Passes may be held until the game scorecard has been submitted by the referee and the referee has completed any misconduct reports.

1.6 Seating

Arizona Soccer Association **recommends** the following seating designations to help prevent spectators from sitting behind the assistant referees.

- 1.6.1 The home team shall be seated on the South or East sideline (depending on the field layout and direction)
- 1.6.2 The away team shall be seated on the North or West sideline (depending on the field layout and direction)
- 1.6.3 Team benches and technical areas shall be positioned behind the assistant referee.
- 1.6.4 Spectators shall be seated on the same side as the team, from the half line to the end line.
- 1.6.5 A diagram of the **recommended** seating configuration is in Appendix C.

2. Tournament Review Process

2.1 Reviews, Comments and Complaints

- 2.1.1 Tournaments must establish procedures to allow participant review and/or comment for at least 30 days after the conclusion of the tournament
- 2.1.2 The Tournament Director or host organization must investigate legitimate complaints received by the tournament, host organization or ASA. Remarks posted in online forums or social

media websites are not required to be recognized as legitimate complaints.

3. Tournament Reports

9.1 Red Card and Injury Report

3.1.1 All sanctioned tournaments are required to submit to ASA via asatournaments@azyouthsoccer.org the items listed in 9.1.1.1 – 9.1.1.2 no later than 4:00 pm on Tuesday (or Wednesday for events ending on a Monday) following the tournament.

3.1.1.1 All red card reports, including reports for red cards where the applicable suspension has been served in full

3.1.1.2 All injury reports, regardless of the nature of the injury

3.2 60 Day Tournament Report

3.2.1 All sanctioned tournaments are required to submit to ASA a final report no later than 4:00 pm on the 60th day following the conclusion of the event. The electronic report form is located on the ASA website under Team/Club Administration>Forms/Downloads. The report addresses the items listed in 3.2.1.1- 3.2.1.12.

3.2.1.1 Name of tournament

3.2.1.2 Name of host organization

3.2.1.3 Tournament dates

3.2.1.4 Total number of teams

3.2.1.5 State affiliation of out of state teams (number of teams for each state)

3.2.1.6 Number of foreign teams and their country of origin

3.2.1.7 Approved “Application to Host a Tournament or Games Involving Foreign Teams” if applicable

3.2.1.8 Approved US Soccer “International Tournament/Games Hosting Agreement (aka, “Ted Stevens Act”) if applicable

3.2.1.9 List of fields used and how many tournament sites were utilized

3.2.1.10 Name of referee assignor

3.2.1.11 Name and email address of Tournament Director

3.2.1.12 How many years the tournament has been in existence

4. Tournament Fines

4.1 Any tournament that fails to adhere to the policies outlined in the Tournament Policy shall be fined according to the structure below. The ASA member host club is responsible for the fine. Fines are due and payable with 30 days of notice. Any organization which fails to meet its responsibilities with regard to any assessed fine shall be referred to the ASA board and may be placed in a state of financial bad standing.

4.2 Fines are assessed as follows:

4.2.1 Any final tournament report submitted after the 60th day shall be assessed a fine of \$250.00 if the report is submitted between the 61st and 90th day following the conclusion of the event.

- 4.2.2 An additional fine of \$500 shall be assessed if the final report is submitted on or after the 91st day.
- 4.2.3 A fine of \$300 per infraction shall be assessed to a tournament for failure to adhere to the sanctioned Tournament Policy where the fine is not otherwise stipulated.
- 4.2.4 Any tournament which is assessed \$500.00 or more in fines for a single event shall be placed on probation for the following year.

5. Appeal Rights

The standard appeal rights found in the ASA bylaws, where applicable, shall be used for any appeal filed by an organization for sanctions administrated by the ASA.

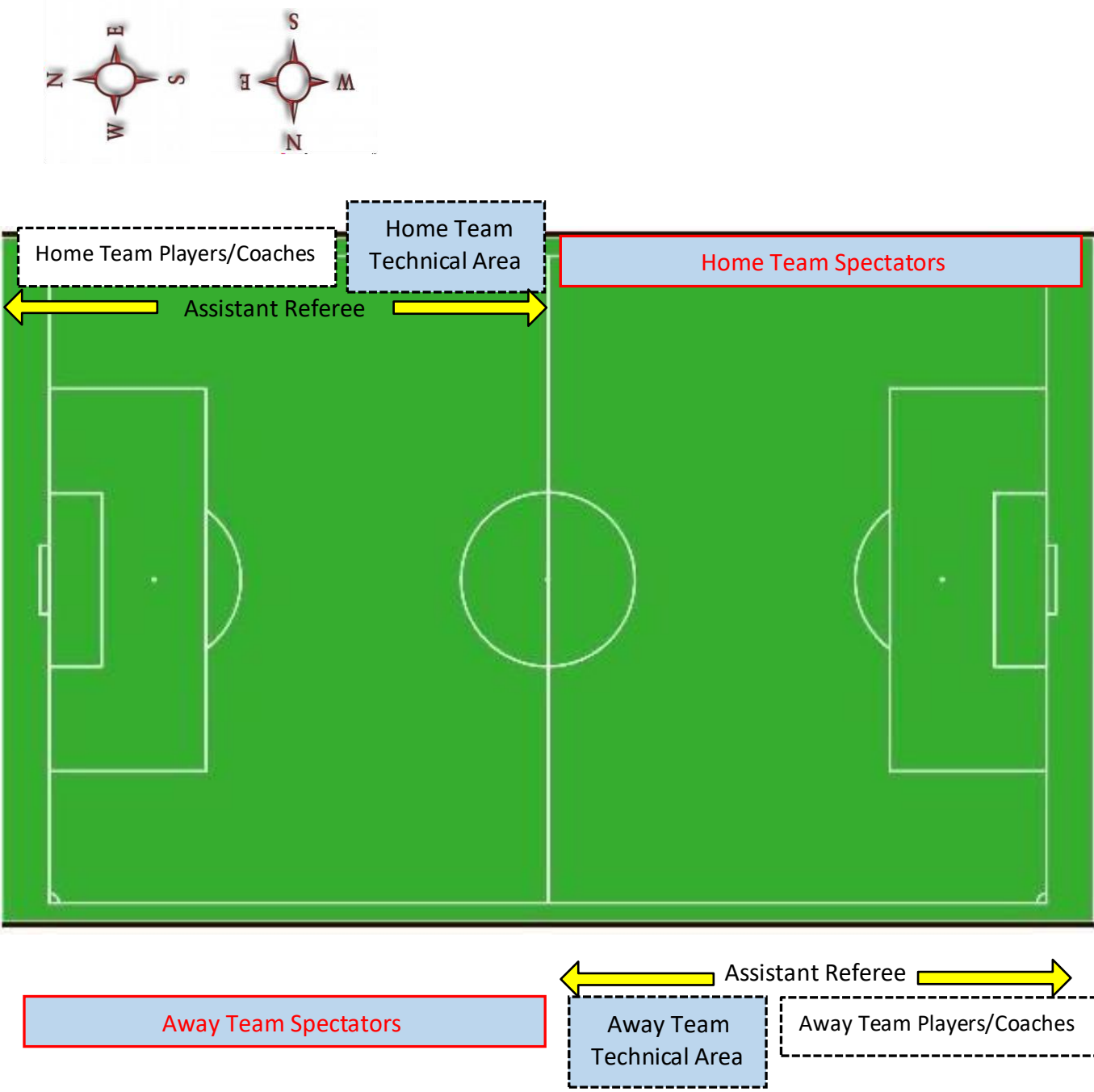
Appendix A - Typical Standard Game Durations

Age Group	Game Length	Halftime Period
6U	8 min quarters	5 min halftime, 2 minutes between quarters
7/8U	20 minutes halves	5 minutes
9/10U	25 minutes halves	5 minutes
11/12U	30 minutes halves	5 minutes
13/14U	35 minutes halves	5 minutes
15//16U	40 minutes halves	5 minutes
17/18/19U	45 minutes halves	5 minutes

Appendix B - Standard Accepted Practice for Payment of Referees

1. Standard Practices that Apply to All Tournament Games
 - 1.1 A referee crew shall be paid in full for any game cancelled with less than a 24-hour notice
 - 1.2 A referee shall be paid in full for any game shortened due to weather
 - 1.3 A referee crew shall be paid in full for any game changed from playing time to shootouts
2. Varying or Unusual Circumstances
 - 2.1 If a scheduled game goes into extra time or shootouts, the referee crew will not be given additional pay for the extra time or shootout.
 - 2.2 If shootouts are required to determine advancement in the tournament, the referee crew that is scheduled to officiate the affected game shall officiate the shootout without additional compensation.
 - 2.3 Inclement weather may cause problems with the length of games and overall outcome of a tournament. All tournaments must have an inclement weather policy for payment of referees and make said policy available to all referees before the start of the tournament.

Appendix C - Diagram of **Recommended** Seating Configuration



Home team shall be seated on the South or East sideline.
 Away team shall be seated on the North or West sideline.