

# GEORGIA SOCCER



**Tournament and Games  
Hosting Policies**

# GEORGIA SOCCER

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## General Information

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The following policies and procedures outline the submission and approval process for tournaments and games hosted by our member affiliates. The Host Organization of a tournament or games is responsible for ensuring policies are communicated to all participants through the tournament invitation, rules, and/or other documents.

Sanctioning of tournaments or games is at the sole discretion of Georgia Soccer and Host Organizations must be in good standing with Georgia Soccer to apply to host a tournament. Host Organizations will be contacted to discuss any items of concern.

## Purpose

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The following policies are adopted and enacted to ensure the following:

- To ensure your tournament meets USYS Tournament and Georgia Soccer guidelines.
- To ensure a successful and well-run tournament for both the Hosting Organization and tournament participants.
- Ensure that the Hosting Organization and participants have appropriate insurance coverage.

## Benefits and Fees

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Host Organizations will receive the following benefits and pay the following fees for having their tournament sanctioned at least 90 days before the event:

Benefits	For Affiliated Members
Secondary Insurance Coverage of your event	✓
Use of USSF Certified Referees	✓
Listing on Georgia Soccer's Tournament Webpage	✓
One email blast advertising your tournament	✓
Fees**	<b>\$250 Application Fee</b>

## Georgia Soccer Required Documentation and Fees: Late Fees

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Documentation must be submitted to Georgia Soccer at least 90 days before the proposed hosting date. Failure to submit before 90 days of the proposed hosting date will incur the following late fees:

- **Less than 90 days prior to the event**
  - Additional \$100 late fee
- **Less than 60 days prior to the event**
  - Additional \$250 late fee
- **Less than 30 days to the event**
  - Additional \$500 late fee

## Georgia Soccer Required Documentation: Application Process

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All member affiliates applying to host a tournament or games must include the following documentation in their Application to Host:

1. **Georgia Soccer Host Organization Responsibility Form**
2. **US Youth Soccer Permission to Host form**
3. **US Youth Soccer Tournament or Games Hosting Agreement**
4. **Copy of Tournament Rules**
  - a. **Must include the noted stipulations outlined in this document**
5. **Application fee of \$250 and Sanction Fee of \$1000 if applicable**
  - a. **Check made out to Georgia Soccer or payable via credit card**

## Georgia Soccer Required Documentation and Fees: Post Tournament

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Host Organizations are required to submit a **Post Tournament Report** to Georgia Soccer no later than thirty (30) days after the conclusion of the tournament. The Post Tournament Report must be completed in its entirety.

Additionally, Host Organizations are required to submit a **Post Tournament Incident and Injury Report** to Georgia Soccer no later than five (5) days after the conclusion of the tournament. All applicable incidents and injuries should be included on the Post Tournament Incident and Injury Report as well as reported [online](#).

Failure to submit and complete both post tournament reports within the given timeframe (30 days/5 days after completion of tournament) may result in additional fees.

## **Tournament Advertising Policy**

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Per US Youth Soccer, Hosting Organizations should not advertise their tournament until the Host Organization has received approval to host. Once a tournament is sanctioned, the tournament will be listed on Georgia Soccer's website under approved tournaments for that given year.

Violation of this policy may result in additional fees.

## **Concussion Policy**

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All US Youth Soccer Concussion procedures and protocols, as well as any state or local laws regarding concussions, must be followed.

## **Athletic Trainer/HCP Policy**

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An adequate number of Health Care Professionals (HCP) must be present for all tournaments. Health Care Professionals are considered an Athletic Trainer Certified (ATC) or Physician (MD/DO), with skills in emergency care, sports medicine injuries, and experience related to concussion evaluation and management. The HCP provider used for the tournament must be included in the post tournament report.

Determining the "adequate number of HCP's" depends in part on the total number of teams, field layout, etc. For example, one HCP to four or six fields might be adequate. More than one HCP would be required if the fields are spread out over a large area or if the tournament is hosted at different venues.

## **SafeSport Policy**

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Per the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017, all Georgia Soccer members who are Adults who are in regular contact with youth must complete SafeSport training.

## **Heat Policy**

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For games in Georgia, when the Wet Bulb Globe Temperature (WBGT) is 92 degrees or above, water breaks of 4 minutes should be provided for every 30 minutes of play. If the conditions are hotter, or if the game is on artificial turf, two water breaks per half may be necessary. It is recommended that all tournaments have a WBGT thermometer on hand for tournament occurring between May 1<sup>st</sup> - October 1<sup>st</sup> of any calendar year.

# Tournament Incident Reporting Policy

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It is the responsibility of the Tournament Director and Certified Referee Assignor of the tournament to ensure that all red cards, spectator ejections, and coach ejections be reported electronically via the [Referee Report of Misconduct Form](#). This information should also be noted on the Post Tournament Report. Failure to do such will result in additional fees.

It is also suggested that tournament rules include the following guidelines for reporting game incidents and carrying out game suspensions:

- All red cards (player and coach) must be fully reported electronically.
- All spectators asked to leave must be fully reported electronically.
- All players/coaches sent off must serve a minimum 1 game suspension. Additional games may be added by the tournament committee. The Georgia Soccer D&P may also add additional games upon their review of the referee's report.

## Tournament Rules Stipulations

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The following stipulations must be included in all tournament rules submitted when applying to host a tournament or games:

### ***Georgia Soccer Rules***

A statement of acceptance for **ALL** Georgia Soccer-youth rules (this is not the same as FIFA Rules), including participation, must be included in the tournament rules. All exceptions must be specifically noted.

### ***Inclement Weather Policy***

The tournament rules must include an inclement weather cancellation refund policy. The following is an example of a refund policy: *If inclement weather causes the tournament to be cancelled, a maximum of fifty percent (50%) of the team's entry fee may be retained by the tournament to cover start-up cost of the tournament*

## Upon Completion

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Once a Host Organization completes the required documents, please email the application with a copy of the tournament rules to Cristina Coca at [ccoca@georgiasoccer.org](mailto:ccoca@georgiasoccer.org)

### **Payment Options:**

- **Send a check made out to Georgia Soccer for the amount owed to the following address: (Payment by check could delay the process. The application will not be reviewed until payment is received)**
  - 2323 Perimeter Park Drive STE 200  
Atlanta Georgia, 30341
- **Pay via credit card over the phone by calling Georgia Soccer at 770-452-0505**

Once your tournament has been sanctioned, post the approved Permission to Host form on your tournament website.

# GEORGIA SOCCER

## Hosting Organization Responsibility Form

I, \_\_\_\_\_, as President of \_\_\_\_\_, understand  
Club President Club   /  /    
that even though I am appointing \_\_\_\_\_ as Tournament Director,  
Tournament Director  
that my club \_\_\_\_\_ is responsible to FIFA, United States  
Club  
Soccer Federation, United States Youth Soccer Association, and Georgia  
Soccer Association for any and all violations of the rules and Tournament  
and Games hosting policies.

X

\_\_\_\_\_  
Club President



Please Type or Print Clearly – Do Not Staple

## APPLICATION TO HOST A TOURNAMENT OR GAMES

Name of Tournament or Games \_\_\_\_\_ Website URL: \_\_\_\_\_

Hosting Organization \_\_\_\_\_ Type of Tournament: ☐ Select ☐ Recreational ☐ Select & Rec

Designate Official of Hosting Organization \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_ W

Address \_\_\_\_\_ Email \_\_\_\_\_ Phone ( ) \_\_\_\_\_ H

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_ FAX

State Association or Affiliate \_\_\_\_\_ Guest Referees Applications Accepted ☐ Yes ☐ No

Location of Tournament or Games \_\_\_\_\_ **TEAM ENTRY DEADLINE:** \_\_\_\_\_

Date(s) of Tournament or Games \_\_\_\_\_ Estimated # of Teams \_\_\_\_\_

Tournament or Games Director or Contact Person \_\_\_\_\_ Phone ( ) \_\_\_\_\_ W

Address \_\_\_\_\_ Email \_\_\_\_\_ Phone ( ) \_\_\_\_\_ H

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_ FAX

Age Groups Accepted	Type(s) of Team Accepted *	B	G	Roster Size	# Guest Players Allowed	Length of Games	# Players on Field	Awards	Minimum # of Games	Entry Fee	Bond
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>
U-	1/1/	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>

\*List of types of teams and tournaments is on reverse side of this form.

- ☐ **RT RESTRICTED TOURNAMENT** –Open only to members of US Youth Soccer and its State Associations.
- ☐ Team will be restricted to teams within the state association ☐ Teams will be invited from all US Youth State Associations/Affiliates only.
- ☐ **UT UNRESTRICTED TOURNAMENT** Other US Soccer Members as listed: \_\_\_\_\_
- ☐ Teams as listed: \_\_\_\_\_

The Hosting Organization agrees to be bound by and comply with the terms contained in the TOURNAMENT AND GAMES HOSTING AGREEMENT and all applicable rules of the approving State Association or Affiliate.

Signature of Designated Official of Hosting Organization \_\_\_\_\_

Date \_\_\_\_\_

### APPROVAL

(For Official Use Only) STATE ASSOCIATION OR AFFILIATE \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_



## RECOMMENDED DEFINITIONS OF TEAMS AND TOURNAMENTS

(Place corresponding letter in appropriate space on application.)

### TYPES OF TOURNAMENTS

**UT UNRESTRICTED TOURNAMENT:** A tournament that is open to all Federation affiliated participants. Any tournament that allows international participants must be an Unrestricted Tournament.

**RT RESTRICTED TOURNAMENT:** A tournament that is open only to members of US Youth Soccer and its State Associations.

### SELECT TEAMS (teams formed by a selection or tryout process):

- S1** generally a team which competes at the highest level of play in a state or region
- S2** generally a team which competes at other than the highest level of play in a state or region
- S3** generally a team which competes in a local area or state

### TOURNAMENT SELECT TEAMS

- S4** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes select players who are members of one club.

### RECREATIONAL TEAMS

- RT** a team which was formed in a random nature without regard to players' abilities.

### US YOUTH SOCCER OLYMPIC DEVELOPMENT PROGRAM

**ODP TEAM:** the official US Youth Soccer Olympic Development team of US Youth Soccer, any of its regions, a State Association, an Affiliate, other Organization Member, or any district or geographical subdivisions thereof.

**NATIONAL TEAM:** the official national team of US Soccer or any other member of FIFA.

### APPLYING TO HOST RESTRICTED TOURNAMENT(S) OR GAME(S)

These procedures apply when hosting **ONLY** US Youth Soccer State Association or US Youth Soccer Affiliates teams for tournaments or games.

Applications, agreements to host and other required information must be submitted as provided by the designated approving association or affiliate to include:

Not later than the date established by the State Association or Affiliate for submitting an *Application to Host a Tournament or Games*, the hosting organization must submit to its State Association or Affiliate and, if any game is to be played in another State Association or Affiliate, to that other State Association or Affiliate, for approval a completed *Application to Host a Tournament or Games* signed by the designated official of the hosting organization and the following items:

- a) a completed US Youth Soccer *Tournament or Games Hosting Agreement*, with appropriate supporting documents and information, signed by the president or chief officer or designee of the hosting organization and by the tournament or games director;
- b) a copy of the approved Rules for the Tournament or Games; and
- c) any fees required by the State Association or Affiliate for processing the application. **Incomplete applications will be returned and considered as not having ever been submitted.**

The State Association or Affiliate is not required to approve any application not submitted by the deadline established by the State Association or Affiliate. Any application which is not submitted in a timely manner may be subject to late fees if approved. The team must contact its State Association for its specific policies and fees.

The State Association or US Youth Soccer Affiliate shall make a determination as to whether or not they will sanction the tournament or games in accordance with the policies they have established within their organization for the sanctioning of tournaments or games.

**APPLYING TO HOST UNRESTRICTED TOURNAMENTS INCLUDING INTERNATIONAL TEAMS (TEAMS FROM OUTSIDE THE UNITED STATES) AND OTHER FEDERATION ORGANIZATION MEMBERS**

The provisions below are in addition to those required as stated above under "Applying to Host Restricted Tournaments or Games". All those provisions so stated above must also be complied with.

For all tournaments and games involving international teams (teams from outside the United States), the Rules for the Tournament or Games must comply with the following substitution requirements. For matches involving players under 16 years of age, the number of substitutions allowed is as provided by the Rules of the Tournament or Game. For all other matches, the number of substitutions is as agreed to prior to the match and the referee is informed prior to the match of that number. The number agreed to can be as provided in the Rules of the Tournament or Game.

The completed US Soccer forms Application to Host a Tournament or Games Involving Foreign Teams and Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act, must be submitted and approved by the hosting State Association or US Youth Soccer Affiliate and any additional fees required by the State Association, Affiliate and/or the United States Soccer Federation for processing the application.

For all teams that are not members of US Youth Soccer or a US Youth Soccer Affiliate, Proof of medical and liability insurance must be provided by their organization of registration



## US Youth Soccer

### TOURNAMENT OR GAMES HOSTING AGREEMENT

In consideration of permission being granted to \_\_\_\_\_ to hold a tournament

or games at \_\_\_\_\_  
(Hosting Organization) (City) (State)

On the dates of \_\_\_\_\_, 20\_\_\_\_, we agree to the following conditions:

**ABIDE BY RULES:** We shall abide by all statements made in our approved US Youth Soccer *Application to Host A Tournament or Games*, in our tournament invitation, in our tournament rules, in the US Youth Soccer *Travel and Tournament Policy* and in this US Youth Soccer *Tournament or Games Hosting Agreement*. We agree that 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 and that we will not advertise by any means the tournament or games until all approvals are received.

**INVITATIONS:** The tournament or games approval form shall accompany all tournament or games invitations distributed.

**HOUSING:** We agree that we will not require a team to use only accommodations approved or provided by the hosting organization or other organization, unless disclosure is made on the tournament application form of the required hotel/motel names and the guaranteed rates.

**PROCURING LIABILITY INSURANCE:** We have procured liability insurance coverage for the tournament or games with limits of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate and on Umbrella Liability Policy with minimum limits of not less than \$5,000,000 per occurrence/\$5,000,000 aggregate which names the State Association or Affiliate with which the Hosting Organization is a member. A copy of the certificate of insurance, IF REQUIRED, is attached issued by \_\_\_\_\_.

**REQUIRING MEDICAL AUTHORIZATIONS:** We shall require all teams participating in the tournament or games to provide medical releases for each player in an appropriate form (paper or electronic). These authorizations shall be reviewed by the Hosting Organization at registration and kept in the possession of a team official at all times.

**ADVANCE PUBLICATION OF RULES:** We agree that our tournament or games rules shall be included with the invitation sent to each team and shall, again, be published to all teams accepted prior to the start of the tournament/games.

**CREDENTIALS CHECKS:** We agree that we shall conduct credentials checks to ensure that all players are registered with US Youth Soccer or US Soccer or a member thereof or their national association, properly rostered with their team, and participating in accordance with representations set forth on the US Youth Soccer *Application to Host a Tournament or Games*. We agree that we will not modify or mark in any way original rosters or member passes; and will not register any player, coach, or team official or issue any member pass.

**USE OF CURRENT US SOCCER REGISTERED REFEREES:** We agree that we shall use for all games only US Soccer registered referees who are in good standing (unless US Soccer has granted a waiver to allow the use of authorized referees from another country), and shall use a one- or 3-referee system. We intend to use a 3-referee system for the following age groups: \_\_\_\_\_. There will be an adequate number of US Soccer registered referees available in the area during the tournament or game dates to cover the scheduled games. We have selected the following assignor to assign referees for the tournament or games (NOTE: ONLY Current US Soccer certified assignors may be used.):

Name _____	Phone ( ) _____	W
Address _____	Email _____	Phone ( ) _____
City _____	State _____	Zip _____
	Phone ( ) _____	Fax _____

**AVAILABILITY OF POLICE AND RESCUE SERVICE:** We have notified the local police, ambulance, and emergency rescue services of the date of the tournament or games and the times and fields which will be used for games, and have been advised by them that they will be available to render assistance if needed. We will use the following method(s) of contacting emergency services \_\_\_\_\_

**TOURNAMENT OR GAME RULES – BEHAVIOR:** We agree that our tournament or game rules contain provisions ensuring that the behavior of teams, players, coaches, and spectators is appropriately controlled, including specific provisions that—

- Spell out the disciplinary measures to be imposed for the issuance of red and yellow cards or other improper conduct;
- indicate what procedures will be followed regarding protests and appeals;
- indicate that all disciplinary measures imposed by hosting organizations shall be limited to placing restrictions upon an individual's group participation in the tournament/games;
- record the issuance of all red and yellow cards and other matters involving the conduct of a team, its players, coaches, and supporters and also report them immediately to the home State Association and the home club/league of the team; and
- state that the home State Association or member thereof and the home club or league shall, except in the case of referee assault or abuse, have the responsibility for imposing, should circumstances warrant, additional penalties within their respective jurisdictions with regard to any matters arising from the tournament or games.

**TOURNAMENT CANCELLATION:** We agree that our tournament or game rules shall state what refunds, if any, shall be made to participating teams if all or a portion of the tournament or games is cancelled by the hosting organization for any reason.

**POST TOURNAMENT OR GAMES REPORT:** We agree that we shall file any required Post Tournament or Games Report with the State Association or Affiliate granting us permission to host this tournament or games within 30 days after the conclusion of the tournament or games. We understand that failure to file the report may preclude the tournament/games host from receiving approval for any tournament/games for the following seasonal years until the report is filed. The Post Tournament or Games Report shall include the following information:

- the number of teams participating in each age group (boys and girls);
- if a champion is determined, the name of the champion for each group;
- the number of teams from each State Association, Affiliate, other Organization Member, or foreign country;
- if "Sportsmanship Awards" are given, the criteria for the award and to whom awards were given;
- the number of fields used for the tournament/games;
- the name of the sponsor, if any; and
- the names and teams of all players issued red and yellow cards, and details of any other matters involving the improper or unsporting conduct of a team, its players, coaches or supporters. **NOTE: Any incident of referee assault or referee abuse by a player, coach, manager, club official, or game official must be reported to the alleged offender's home State Association, or member thereof immediately, but in no event later than 48 hours after an incident of referee assault or abuse..**

<hr style="border: none; border-top: 1px solid black;"/> Signature of Hosting Organization Designated Official	<hr style="border: none; border-top: 1px solid black;"/> Signature of Tournament or Games Director
<hr style="border: none; border-top: 1px solid black;"/> Date	<hr style="border: none; border-top: 1px solid black;"/> Date

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Hosting Organization _____	Phone	( ) _____	W
Address _____	Email	_____	
City _____	State	_____	
Zip	_____	Phone	( ) _____ Fax

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Tournament or Games Headquarters _____	Phone	( ) _____	W
Address _____	Email	_____	
City _____	State	_____	
Zip	_____	Phone	( ) _____ Fax



## POST- TOURNAMENT/GAMES REPORT

*This information is for internal use only and will be kept confidential. Please report all major incidents online*

Date(s) of Tournament/Games: \_\_\_\_\_

Name of Tournament/Games: \_\_\_\_\_

Sponsoring League: \_\_\_\_\_

Tournament Director Name: \_\_\_\_\_

Tournament Director Phone No: \_\_\_\_\_

Tournament Referee Assignor: \_\_\_\_\_

Number of teams participating: \_\_\_\_\_

HC (athletic trainer) Provider: \_\_\_\_\_

### **GA Youth Misconduct and Serious Injury Reporting**

How many red cards were issued during this tournament? \* \_\_\_\_\_

How many Coach Ejections during this tournament? \* \_\_\_\_\_

How many Spectator Ejections during this tournament? \* \_\_\_\_\_

How many Game Terminations? \* \_\_\_\_\_

How many serious injuries (including concussions) occurred during this tournament? \*

\_\_\_\_\_

\*Should also reported online