



**NEBRASKA STATE SOCCER  
US YOUTH SOCCER**

**TOURNAMENT & TRAVEL OPERATIONAL MANUAL**

# **NEBRASKA STATE SOCCER/US YOUTH SOCCER OPERATIONAL MANUAL** **ON HOSTING TOURNAMENTS OR GAMES**

Nebraska State Soccer and US Youth Soccer adopt the following manual in order to assist both the State Association and Affiliate Members in addressing matters relating to hosting tournament or games.

Nebraska State Soccer has control over its own rights and property and has the right to determine under uniformly applied rules when it shall sanction an event. Further, Nebraska State Soccer has the right to decide when and under what circumstances its interests, rights, and property can be used, including in any sanctioned activity. Nebraska State Soccer and US Youth Soccer recognizes that for purposes of hosting tournaments or games no one has the right to take for that person, group, or entity's own use, the rights and property of others, including those of Nebraska State Soccer, without the authorization of the Board of Directors, or to misrepresent or fail to disclose information so as to mislead others.

These procedures does not apply to approved Regional or National league games that may cross state boundaries or the National Championship or any portion of the US Youth Soccer ODP program as far as hosting is concerned.

## **SECTION 1: HOSTING ORGANIZATION DEFINITION**

**Hosting Organization** refers to the Affiliate Member who wishes to host a sanctioned event or game. Hosting Organizations must be in good standing as a member of Nebraska State Soccer.

## **SECTION 2: DEFINITIONS OF TERMS AND ABBREVIATIONS**

### **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.

### **TOURNAMENT TYPE BASED ON LEVELS OF PLAY**

Tournaments shall represent their type based on the Nebraska State Soccer Levels of Play

**L1 - Level 1**

**L2 - Level 2**

**L3 - Level 3**

## **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.

### **SECTION 3: HOSTING ORGANIZATIONS**

The hosting organization shall comply with the terms of its approved *Tournament or Games Hosting Agreement* as completed through The Tournament Center application, and its invitation to all visiting teams. This includes but is not limited to the provisions of the *Agreement* regarding the invitations to teams, the acceptance of teams and the post event reporting requirements. Changes to the provisions in the *Agreement* must be approved by Nebraska State Soccer.

Advertising for Tournaments or games as officially sanctioned will not commence until the hosting organization receives an approval to host.

### **Section 4: SERVICE PRICING**

- a. At the time of the application submission, a deposit of \$100 is due. This deposit is non-refundable unless the entire event is cancelled and tournament has a refund policy in which 100% of the entry fees are refunded to teams entered.
- b. The sanctioning fee for unrestricted events is \$5 (five dollars) per team registered for the event. The deposit will be deducted from the per team fees and the event will be invoiced for the remaining balance when the post-tournament report is completed. There is no additional per team fee for restricted tournaments.

### **Section 5: Deadlines and Restrictions**

- a. Applications must be submitted to Nebraska State Soccer. Affiliate Members at anytime can submit a "Host A Tournament" form on [The Tournament Center](#) which includes a completed application to host and payment of related fees.
- b. All applications for tournament sanctioning must be submitted in The Tournament Center no later than midnight on the June 1<sup>st</sup> prior to the seasonal year of the event.
- c. Application must include a reasonable estimation of the number of teams expected in the event.
  - a. The number of teams that can be accepted into your tournament must be agreed to in writing by your Referee Assignor assuring that referees are available in ample supply and correct quality for the tournament, a tournament cannot exceed this number without prior written approval of the Assignor. A copy of the signed document must be submitted with your sanctioning request.
  - b. If the number of actual teams exceeds the estimation in the application, the hosting organization must have the additional teams approved by NSS. Failure to receive approval may result in non-approval of the event in the future.
- d. Any Affiliate Member wanting to host a tournament including International teams must contact Nebraska State Soccer Office to review all procedures below. The State Office will assist the tournament with these procedures.

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.

#### **SECTION 6: POST-TOURNAMENT REPORT**

- a. The post-tournament report must be sent by the hosting organization to Nebraska State Soccer within thirty (30) days after the conclusion of the tournament. If the Post Tournament report is not received within thirty (30) days of completion of the tournament, a \$75.00 late fee fine will be assessed. If the post tournament report and late fee fine of \$75 is not received within sixty (60) days completion of the tournament, an additional \$150 late fee fine will be imposed and all pending tournaments sanctioned by the club for the remainder of the year will be revoked and no additional sanctioning will be granted for the next calendar year. A post-tournament report must be submitted even if the tournament is cancelled.
- b. Any incident of referee assault or abuse by a player, coach, manager, club official, or game official, or other incidents of a serious nature, must be reported to the alleged offender's club or league and home State Association, Affiliate, or other Organization Member immediately, but in no event later than 48 hours after an incident or referee assault of abuse.

#### **Section 7: RESPONSIBILITIES OF HOSTING ORGANIZATIONS**

Any tournament approved for sanctioning by Nebraska State Soccer must abide by the following policies:

- a. The host of any tournament or games must disclose to all applicants the following:
  - a. Any requirements for participating teams regarding the use of tournament provided housing.
  - b. Any policies regarding the refund of application or tournament fees.
- b. NSSA sponsored activities and/or sanctioned tournaments holding 8U and below competitions must be "friendly" in nature with no championship game played or championship award presented. All participants must receive awards if any are presented.
- c. Discipline Procedures:
  - a. All hosting organizations must follow the procedures set forth in the NSS Discipline Policy including but not limited to the recommended penalties and sanctions.
  - b. Where misconduct or rules violations have been displayed by a club official, coach or player not under the jurisdiction of the NSSA but during a tournament sanctioned by the NSSA a full account of the misconduct or rules infraction shall be forwarded in writing to both NSSA and the association having jurisdiction over the offending party.
  - c. The hosting organization must relay, to NSSA, all ejections/send-offs that occur during the sanctioned event or game, including what penalties were given to the offending party and how much (if any) penalties remain to be served. This information should be sent no more the 48 hours after the completion of the event or game.
- d. All NSS Sanctioned Tournaments shall reasonably be required to have medical personnel available during the majority of play.
- e. Hosting organization must have clear weather safety protocols prepared for NSSA Sponsored Activities and Sanctioned Tournaments and must not conflict with the NSS Policies. Reports of insufficiently implementing weather safety policies that could endanger the safety of players, referees, or spectators may result in the event no longer being sanctioned in following seasonal years.
- f. Modifications to FIFA Playing Rules:

Member organizations may make modifications of the USSF playing rules, so long as they are confined to competition within that member organization league.

On or before July 15th of each playing season, member organizations shall present rules modifications to the NSSA Rules Committee Chairperson, and upon approval, will be bound by them for the upcoming seasonal year. Failure to do so shall put that club, league or association in poor standing and shall not participate in NSSA, USYSA, USASA or USSF events and activities until this requirement is fulfilled.

- I. When a team enters into any competition outside its league, NSSA/USSF rules will apply.
- II. The Grievance Committee shall not hear appeals arising from modifications of NSSA/USSF rules.

## **NEBRASKA STATE SOCCER/US YOUTH SOCCER** **SANCTIONED TRAVEL/GUEST PLAYER OPERATIONAL MANUAL**

### **INTRODUCTION**

The following manual has been approved by Nebraska State Soccer and US Youth Soccer in order to assist Nebraska State Soccer in addressing matters relating to travel, guest players and to establish a level of standardization.

US Youth Soccer recognizes and affirms the right of Nebraska State Soccer to have control over its rights and property, including, but not limited to, the right to determine whether and under what circumstances Nebraska State Soccer will sanction any event.

Nebraska State Soccer in adopting this manual considered all potential risk management and other liability issues in order to avoid and minimize risk to the participants, the State Association, US Youth Soccer and US Soccer.

### **SECTION 1: DEFINITIONS**

- a. Travel: Travel is the participation by a player, coach or team in an event, which is conducted outside the state of Nebraska.
- b. Sanctioned Travel is travel that has been sanctioned by Nebraska State Soccer so that the benefits of affiliation (e.g. insurance) apply to the travel.
- c. Non-sanctioned Travel is all travel not sanctioned by Nebraska State Soccer.
- d. Participation of any kind, including travel to and from events and participation in events not sanctioned by Nebraska State Soccer, is entirely the responsibility of those deciding to participate.
- e. Notification to Travel Form: The electronic form can be found at [www.thetournamentcenter.com](http://www.thetournamentcenter.com). On this form a team, player or coach notifies Nebraska State Soccer of travel and requests Nebraska State Soccer to sanction their travel. Members will receive immediate approval and will be notified of any issues with travel.
- f. Guest Player/Player Loan Form: The electronic form can be found at [www.thetournamentcenter.com](http://www.thetournamentcenter.com). This form needs to be filled out and submitted to insure that all participating players and team officials are duly registered with Nebraska State Soccer. By submitting and then receiving approval the Guest Player is considered rostered to team for play and travel. Members will receive immediate approval and will be notified of any issues with the form.

## **Section 2: SANCTIONED TRAVEL - GUEST PLAYER/PLAYER LOAN**

Neither Nebraska State Soccer, US Youth Soccer nor US Soccer is required to approve any Notification to Travel or Guest Player/Player Loan forms. Any Notification to Travel or Guest Player/Player Loan forms that does not meet the requirements of this manual need not be approved. Any fees, if required, not submitted in a timely manner may be subject to late fees. Only a team that is a member in good standing of Nebraska State Soccer and traveling to a tournament or games that have been sanctioned by a State Association, another US Youth Soccer Organization member, US Youth Soccer, US Soccer or organization member, an Affiliate or FIFA will be sanctioned to travel.

- a. Participation of any kind, including travel to and from events and participation in events not sanctioned by Nebraska State Soccer, is entirely the responsibility of those deciding to participate.
  - I. No person, group, or entity shall by affirmative misrepresentation or by the failure to disclose material facts mislead any other person into believing that travel to or participation in non-sanctioned events or any non-sanctioned travel is authorized, approved, or otherwise sanctioned by Nebraska State Soccer or by US Youth Soccer.
- b. Under 8, 9 and 10 teams will be allowed to submit Notification to Travel to neighboring states (states that border Nebraska) to US Youth Soccer/US Soccer sanctioned events only.
- c. Under 7 and below teams shall not be allowed to submit Notification to Travel or to travel out of state.
- d. Players shall be allowed to play as a guest on teams for tournament or league play, when allowed by the tournament or league rules, with the permission of the primary coach as long as the borrowing coach fills out the required Guest Player/Player Loan form. Forms must be turned in to the Tournament Director or League Director. Guest Player/Player Loan forms are not required for 3v3 or 4v4 tournament play.

## **Section 3: REQUIRED DOCUMENTS FOR SANCTIONED TRAVEL**

In addition to any requirements imposed by Nebraska State Soccer, US Youth Soccer requires that when traveling, the following documents shall be available for review by the authorized hosting organization. It is the responsibility of the team, player or coach to provide these items.

- a. A copy of the Notification to Travel form approved by Nebraska State Soccer;
- b. A validated Nebraska State Soccer certified roster; or a copy thereof;
- c. A US Youth Soccer member passes as approved and issued by Nebraska State Soccer, for each player, guest player and team official listed on the certified roster. Each player's member pass must have on it the team information, the valid seasonal year, the player's name and the player's VERIFIED birth date as required by Rule 204 of US Youth Soccer Policy on Players and Player Rules;
- d. An authorization properly executed with original signatures to allow emergency medical treatment of each player;
- e. Copies of any Guest Player/Player Loan forms for any player who is a guest player.
- f. The team shall also carry a list of contact numbers for players, parents, league, club and Nebraska State Soccer State Office who may be contacted in the event of an emergency.

## **Section 4: INTERNATIONAL TRAVEL**

International travel by members of Nebraska State Soccer/US Youth Soccer shall comply with the requirements of Nebraska State Soccer and of US Soccer, with the additional requirement that copies of all applications for international travel shall be sent to Nebraska State Soccer at the same time as application is made to US Soccer.

In addition to the forms required to be submitted to the State Association for sanctioned travel, the following items must be submitted to US Soccer no later than thirty (30) days prior to the team's departure in order to request approval for international travel:

- a. US Soccer Application for Foreign Travel which has been authorized by the team's State Association **(must be the original, NO FAXES)**;
- b. A copy of the official roster for the team which includes all players and team officials and which has been signed and/or stamped by the appropriate registrar;
- c. A signed copy of the *Ted Stevens Olympic and Amateur Sports Act Compliance Form*;
- d. A copy of the official brochure, pamphlet, invitation or other applicable material of the Tournament or Games authorized host;
- e. A check for \$50 (per team) made payable to U.S. Soccer.
- f. If approval is granted, US Soccer will forward the approved application to the team and will notify the national association in the country or countries to which the team is traveling, indicating that the team is properly affiliated and has permission to travel.

## **Section 5: RETENTION OF TRAVEL RECORDS**

Nebraska State Soccer shall adopt procedures that comply with its local and/or state regulations regarding the retention of Notification to Travel and Guest Player/Player Loan forms, and related information for insurance, risk management or corporate records retention purposes.

## **Section 6: ENFORCEMENT AND PENALTIES**

Failure by teams, players and coaches to follow the policies of Nebraska State Soccer with which they are registered may result in the imposition of penalties.

## **Section 7: EXCLUSIONS**

- a. This manual does not apply to teams participating in the US Youth Soccer National Championships Series or the US Youth Soccer ODP National Championships (including qualifying games held at the Regional level).
- b. This manual does not apply to teams participating in a league-sanctioned by one or more State Associations, a Region or US Youth Soccer in which teams from multiple states participate and travel from one State Association to another for regularly scheduled league matches.

- c. State Associations within USYS Midwest Region may or may not require Notification to Travel to be presented at tournaments or league play. Coaches or Team Managers must fill out the Notification to Travel, print it off and take to the event if required or not.