

CHAPTER SIX

PROCEDURES OF TRAVEL & TOURNAMENTS

6.1 RESPONSIBILITIES

The Vice President of Programs will administer all travel permits and tournament sanctioning for WWSA according to the following procedures.

6.2 Hosting Procedures – YOUTH

- 6.2.1 Teams, clubs or leagues wishing to host a tournament must request permission from their state association in accordance with the procedures detailed here.
- 6.2.2 Failure of a host organization to follow WWSA and or USYS usys policies may result in the imposition of sanctions, including but not limited to the denial of the right to host tournaments.
- 6.2.3 Permission to host a tournament. Any WWSA member organization that wished to host a tournament shall submit the following to the WWSA office.
 - 6.2.3.1 A completed application to host tournament or games form and a check payable to WWSA for the appropriate fee.
 - 6.2.3.2 A completed and executed USYSA tournament hosting agreement with supporting data.
 - 6.2.3.3 A copy of the tournament invitation and a copy of the tournament rules shall be forwarded to the WWSA office at the time they are distributed to visiting teams.
 - 6.2.3.4 Only teams, clubs, leagues or association affiliated with USYSA 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 USYSA member team, club, league or association and not to the sponsoring organization.
 - 6.2.3.5 Applications to host a tournament should be submitted at least six months prior to tournament date.
 - 6.2.3.6 A copy of the approved application to host tournaments or games form must accompany all invitation. If teams from other countries are to be invited the application and copy of the tournament rules must be sent to USYSA for approval. At least thirty days before the tournament the specific invited countries must be identified to USYSA.
 - 6.2.3.7 The invitations must be sent to the state association of each state from which teams are invited and also to USYSA. This is essential to enable state association 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 USYSA 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:
 - 1. A list of tournament directors, including names, addresses and phone numbers
 - 2. What publicity information is required, including pictures, etc?
 - 3. What costs and expenses are to be paid by the visiting team; i.e., entry fee, referee fee, parking fees, etc.
 - 4. Whether a performance bond is required.
 - 5. A description of the awards (if any). Whether patches are to be exchanged.
 - 6. If accommodation is not being provided, a list of motel with phone numbers and rates should be sent to visiting teams.

7. The invitation must state that all teams must have current USYSA player passes or the appropriate nation association passes. Birth certificates or copies of birth certificates do not verify that the player is a registered WWSA or USYSA player.
 8. The invitation must state that proper USYSA travel procedures must be followed.
 9. The invitation must state that uses rules regarding the use of uses registered officials only will be followed.
- 6.2.3.8 Particular care should be exercised to properly identify on the form the types of teams that will be participating.
- 6.2.3.9 The president or chief officer of the host organization and the tournament director shall sign USYSA tournament hosting agreement.
- 6.2.3.10 The form shall provide that the host organization agrees:
1. Abide by rules – which it will abide by all statements made in its application form, in the tournament invitation, in its tournament rules, in the USYSA travel and tournament manual and in the USYSA 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.
 2. Invitations – that the tournament approval form shall accompany all tournament invitations distributed by it.
 3. Procuring liability insurance – that it has procured liability insurance coverage for the tournament with limits of not less than \$100,000/\$300,000/\$25,000 which shall name the host state association and USYSA, their officers and directors as additional insured. A certificate of insurance shall accompany the “hosting agreement”.
 4. Requiring medical authorizations – that all teams participating in the tournament are required to provide medical authorization for each player in a form adequate for use at the site of the tournament. These authorizations shall be presented to the host organization and kept at the field available for use by the team.
 5. Advance publication of rules – that the tournament rules shall be published to all teams accepted and is mailed to each team prior to the tournament.
 6. Credentials checks – that it shall:
 1. Conduct credential checks at registration and/or
 2. At the field prior to each game by a field marshal to ensure – that:
 1. All players are registered with USYSA
 2. Are properly rostered with their team, and
 3. Are participating in accordance with representations set forth on the permission to host tournament form
 7. Use of USSF registered referees – that it will, in accordance with USSF rule 1203, use only USSF registered referees for all tournament games, utilizing a one or three referee system. Under no circumstances will a two-man system be used. That it has selected an assignor, giving name, address and phone number, to assign referees for the tournament games 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 games.
 8. Use of field marshals – field inspection – that during the tournament each game field will have a field marshal assigned to it at all times; that the field marshal will be readily available and identifiable; that prior to the commencement of every game 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.

9. 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.
10. Availability of police and rescue service – that local police, ambulance and emergency services have been notified of the date of the tournament and the times and fields which will be used for games and will be available to render assistance if needed.
11. 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 specific 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 individual's or group's participation in the tournament.
 4. Indicating the issuance of all red and yellow cards and 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 jurisdiction with regard to any matters arising from the tournament.
12. Tournament cancellation – that the tournament invitation set forth what refunds of fees paid by visiting team, if any, shall be made to visiting teams if all or a portion of the tournament is cancelled by the host organization for any reason.
13. Post tournament reports – that it shall file, the USYSA tournament report with the WWSA office within fifteen days after the conclusion of the tournament. Failure to file the report on time shall preclude the tournament host from receiving sanction for any tournament for following seasonal years until the report is filed.

The tournament report shall include the following information:

1. The number of teams participating in each age division (boys & girls)
2. If a champion is determined, the name of the champion for each division.
3. The number of teams from each state association or foreign country.
4. If "sportsmanship awards" are given indicate the criteria for the award and to whom they were given.
5. The number of fields used for the tournament.
6. The name of the tournament sponsor, if any.
7. The names and teams of all players issued red and yellow card and details of any other matters involving the improper or unsportsmanlike conduct of a team, its players, coaches or supporters

6.3 Hosting a Tournament -- AMATEUR

- 6.3.1 Any affiliated organization desiring to host a tournament shall submit to the WWSA office the following:
 1. A completed tournament hosting agreement form
 2. The appropriate fee payable to WWSA.
 3. A copy of the tournament invitation
 4. A copy of the tournament rules
- 6.3.2 When a private organization provides sponsorship for a tournament, the permission to conduct the tournament is granted only to the WWSA team/club/league/association and not to the sponsoring organization.

- 6.3.3 Applications should arrive ninety days (90) prior to the tournament dates.
- 6.3.4 Tournaments sanctioned by WVSA shall be held in accordance to the conditions outlined in the tournament hosting agreement.
- 6.3.5 WVSA may withdraw sanctioning if it discovers a breach in the contract between WVSA and the hosting organization. If permission is withdrawn, the hosting organization will be responsible for a full refund of any and all fees paid by visiting team.
- 6.3.6 A post tournament report must be filed within fifteen days after the conclusion of the tournament. This report shall include the following information:
 - 1. The number of teams participating
 - 2. The name of the champion
 - 3. The number of teams from each state association or foreign country
 - 4. The number of fields used for the tournament
 - 5. The name of the tournament sponsor **if** any
 - 6. The names and teams of all players issued red or yellow cards and details of any other matters involving the improper or unsportsmanlike conduct of a team/player/coach/supporter.

6.4 Withdrawal of tournament sanctioning

- 6.4.1 If WVSA discovers a breach in the contract between WVSA and the hosting team club/league or association then permission to host a tournament may be withdrawn.
- 6.4.2 If permission is withdrawn, the hosting association will be responsible for a full refund of any and all fees paid by visiting teams.
- 6.4.3 Any team, coach or referee that continues to participate in a tournament after that permission to host has been withdrawn may be suspended from all WVSA functions for a minimum of one year.
- 6.4.4 Referees **may** have their registration with USSF suspended.
- 6.4.5 Once permission to host has been withdrawn, all insurance claims through WVSA are null and void.
- 6.4.6 If permission to host has been withdrawn a letter will be presented to all participants explaining that the sanctioning has been withdrawn and their rights for a full refund of their fees and the consequences if they continue to participate.

6.5 Playing in leagues outside of WVSA – youth or amateur

- 6.5.1 For those teams that are domiciled on the borders of West Virginia it is often more feasible for them to play in leagues outside of WVSA.
- 6.5.2 All players must be registered with WVSA and rostered to WVSA teams. The local team, club, league or association must be in good standing with WVSA (see WVSA rule 2.1.2 for terms of “in good standing”.)
- 6.5.3 Teams must request, **by submitting the proper form**, permission to play in USYSA/USASA affiliated leagues outside of WVSA and give the reasons for the request.
- 6.5.4 Once permission has been granted by WVSA, the team must request in writing from the state office of the affiliated national state association for permission to play in that state.

- 6.5.5 Teams playing outside of WVSA may need an additional set of player pass cards, one for WVSA and one for the state association in which they are participating
- 6.5.6 Once teams have received permission to play outside of WVSA they are to understand that all of the players are members of WVSA, that they are registered with WVSA, they will comply with all WVSA requirements and WVSA will service them in all matters, that national state association in which they are playing is only providing a venue of play.
- 6.5.7 While playing outside WVSA, the WVSA teams will remember that they are guests and will conduct themselves in a manner that will not bring embarrassment to themselves, their local association or to WVSA. If WVSA receives complaints from the national state association, then permission to play outside of WVSA **may** be withdrawn.

6.6 Friendly games outside of WVSA – youth or amateur

- 6.6.1 A friendly game is defined as games which:
 - 1. Are not associated with any other games either played or to be played, and they do not lead to any championship
 - 2. Do not lead to any trophy or other award
 - 3. Do not require a fee to be paid by any player to sponsor
 - 4. Are organized in a spontaneous fashion
(WVSA chapter 3 rule #3.3)
- 6.6.2 For a team to play a friendly game outside of west Virginia, all that need be done is submit **the proper form to the WVSA office** stating the location and affiliated team with which the game is to be played
- 6.6.3 The WVSA state office will send the original to the team with a copy going to the other national state association that the games are being played in, once permission has been granted by the other state.

6.7 Travel Procedures – AMATEUR

- 6.7.1 For teams wishing to travel within the United States, permission from the State association (WVSA) utilizing the appropriate application for travel form is required.
- 6.7.2 Travel forms may be obtained from the WVSA office, the WVSA web site, www.wvsoccer.net, or the WVSA fax on demand system.
- 6.7.3 After completing the form, submit the original and three (3) additional photocopies along with the following to the WVSA office.
 - 1. A copy of the tournament invitation
 - 2. A team roster signed by your local registrar and the appropriate WVSA Vice President.
 - 3. Some tournaments allow guest players – use the tournament guest player roster form **or the WVSA tournament guest player form**
 - 4. A check payable to WVSA. For the appropriate fee

6.8 Travel Procedures – YOUTH

- 6.8.1 For team wishing to travel within the United States, Mexico or Canada, permission of the state association utilizing the appropriate application for travel form is required.
- 6.8.2 Travel forms may be obtained from the WVSA office, the WVSA web site, www.wvsoccer.net, or the WVSA fax on demand system
- 6.8.3 After completing the form, submit the original and three (3) additional photocopies along with the following to the WVSA office.

5. A copy of the tournament invitation
6. A team roster signed by your local registrar and the appropriate WVSA Vice President.
7. Some tournaments allow guest players – use the tournament guest player roster form *or the WVSA tournament guest player form*
8. A check payable to WVSA. For the appropriate fee

6.8.2 If permission is granted, a copy of your travel form and your roster will be sent to the tournament director, the hosting states association, and you. One copy of the travel form is kept on file with the *WVSA state office*

6.8.3 Thirty days advance notice is required. Permission to travel cannot be granted if your host is unaffiliated or in bad standing with his association or if a tournament has not been properly sanctioned by the host state association. Appropriate action will be taken against teams who travel without permission.

6.8.4 USYSA player passes must be carried when playing out of state.

1. Obtain player pass cards from your local league
2. Player pass cards must be printed through the WVSA computer program
3. If your local league does not have player pass cards, contact the WVSA office.
4. Player pass cards are signed in cursive by the player and the name must match the front of the card
5. Your local registrar signs your player pass cards
6. Coaches and assistants must have player pass cards

6.8.5 Teams should carry written medical releases from parents in case emergency medical care is required. (See forms at end of section in manual on travel and tournaments).

6.8.8 It is recommended that coaches carry an insurance claim form with them, also when traveling out of state.

6.8.9 All traveling teams shall be under the primary jurisdiction of its own state association and under the secondary jurisdiction of the association in whose territory the games are to be played. Traveling teams shall remain subject to the rules and regulations of their own association as far as disciplinary matters are concerned.

6.8.10 Teams wishing to travel to countries other than Canada and Mexico must submit applications for travel to their state association at least ninety days in advance. (Follow the same steps you take to travel within the United States)

6.8.11 The state association will forward all copies to USYSA, which in turn 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

6.8.12 A copy of the approved application will be returned to the state association and also to the traveling team.

6.8.13 The permission to travel form must be carried with the team while traveling.

6.8.14 Travel processing fee of \$25.00 payable to the united state soccer federation must accompany the application for travel form when it is submitted to USYSA.
Forms without the processing fee will be returned.

6.8.15 A team, which travels without securing approval of its state association and USYSA, shall be subject to sanctions including the possible prohibition of future travel or suspension of the parties responsible.

6.9 WWSA will not grant permission to travel during state sponsored cup competition (tide WWSA American cup, Chevrolet WWSA cup, and Snickers WWSA cup) unless the team is not eligible for that competition or is entered in at least one WWSA spring cup.

6.9.1 Teams that have dual rostered players whose recreation teams are in Tide Cup, may not take those players until their recreation teams have been eliminated from the competition or they have been released by their coach.

6.10 How to play games / tournaments with USSF members who are not members of USYSA.

6.10.1 If the organization is affiliated with USSF interplay may be held with the permission of the WWSA and the other organization.

6.10.2 Once again for insurance reasons a minimum amount of paper work must be on file to satisfy the terms of our policy.

6.10.3 *WWSA teams must request permission to participate in tournaments or friendly games by submitting the travel permit application with the WWSA state office.*

6.10.3 The hosting team/club/league must provide a copy of any sanctioning documents used by their organization.

6.10.4 By agreeing to play games, teams are agreeing to abide by the rules that govern the game. WWSA teams are expected to abide by the rules of the host and the other teams are expected to abide by WWSA rules when playing in a WWSA game.

6.10.5 Problems are never anticipated. However, any problems that may arise, on either side, during interplay must be reported to WWSA and the other organization.

6.11 Guest Players *Travel Teams wishing to use players registered to other teams for tournament play must use the WWSA or other state guest player form.*

6.11.1 Guest players are not permitted for league play.

6.11 Precedence of rules

RULES OF THE USSF, USASA, AND USYSA SUPERCEED STATE AND LOCAL RULES

6.12 PROCEDURE CHANGES

6.12.1 These rules and procedures may be changed or new rules and procedures added at any meeting of the board of directors or at any general meeting of the membership.

6.12.2 It will take a majority vote of the members present to pass new rules and procedures or to change or amend the present rules and procedures.