



## **AYSO Region 154 - Tournament Procedures**

**Coaches that wish to enter teams or form teams for tournament play may do so with the prior approval of the Regional Commissioner (RC) in coordination with the Regional Coach Administrator (RCA), Child Volunteer Protection Advocate (CVPA), Registrar, All Star Coordinator (ASC) - for All Star teams, and possibly the Regional Referee Administrator (RRA) if referees are involved.**

**Please review the process below for requesting tournament approval and completing the application process. A link is below for the list of upcoming tournaments. Please reach out if you have any questions.**

**How are players selected?** Players are selected by the coach and may play on a tournament team as long as they are currently registered AYSO players, have participated in the most recent regular Fall and/or Spring season(s), and/or are guest players per the guidelines of the tournament. Coaches may have guest players (players from other Regions) on their team with approval of the Regional Commissioners from both Regions (and sometimes the Area/Section director(s) if involving multiple Areas/Sections per the tournament rules). Only a limited number are usually allowed based on the tournament guidelines. Tournament rules must be followed. Any exceptions to these rules must be approved by the RC and by the tournament directors.

**How are Tournament Coaches Approved?** Anyone wanting to coach a tournament team must have the proper training, cleared background check/livescan, safe haven certification, concussion awareness training, and be approved by the RC based on the tournament deadlines and guidelines/rules.

**What Tournaments can be Entered?** A list of AYSO sponsored tournaments can be found at this link: [AYSO TOURNAMENTS](#). Not all tournaments are open to all teams. You must find out the restrictions for each tournament. Non-AYSO sponsored tournaments can be entered if allowed by the tournament rules, local AYSO rules, and permission from the Regional Commissioner.



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**What about the fees (\$\$\$)?** Every tournament has its own fee structure. Many tournaments require that a Regional check be written in order for a team to be accepted into the tournament. Some accept personal checks or allow credit card payments. Most require a referee deposit, which is returned if the team fulfills particular referee assignments. Tournaments are paid for by the team. Player payments are collected by the team staff and submitted to the Region if a check from the region is needed for tournament fee payment. If any money is to be paid by the Region, the coach or someone from the team must write a check to Region 154 made **payable to “American Youth Soccer Organization.”** The Region will in turn issue an automated Bill Pay check to the tournament mailing address or provide a check to the Head Coach made out to the tournament. Any referee fee deposits returned by the tournament will be made payable to the Region and the Region will provide a check to the head coach.

### **What is the Region's procedure for signing up for a tournament?**

At least ***two (2) weeks prior*** to a tournament application deadline, Head Coach will email the following information to the RC, Registrar, Treasurer, All Star Coordinator:

1. Tournament Application (completed)
2. List of team officials - Referee Form filled out
3. Requested roster and note any changes to current (i.e. guest players)

The RC will coordinate with the board to ensure team qualification and print an official, signed Roster and Player ID Cards, and Emergency Forms. **NEW:** If the team roster is modified vs the current activated roster in SC, then a separate registration should be conducted in coordination with the registrar for the tournament. The region's Treasurer will coordinate with the coach on the receipt and delivery of a tournament check. The Head Coach is responsible for coordinating the mailing of the tournament paperwork, official roster, and tournament check.