

#### **XIV. APPLYING TO AND WITHDRAWING FROM A CYSA TOURNAMENT**

- A.** The appropriate instructions for applying to a CYSA Tournament should be distributed by District Tournament Coordinators to leagues within their district.
- B.** Teams may apply to only one tournament per weekend unless they have received a rejection notification from a tournament OR they properly withdraw from a tournament. Teams that inappropriately apply to more than one tournament on a given weekend face financial and disciplinary sanctions by the District and/or CYSA.
- C.** Teams that have submitted a timely application and that have not received notification from a tournament director of the acceptance or rejection six weeks prior to the tournament may withdraw without penalty and apply to another tournament. The team's entry fee will be refunded in full. The team must notify the tournament director of the withdrawal as per the prescribed withdrawal procedures.
- D.** A team wishing to withdraw from a tournament must send a written notification (this may include email) of their withdrawal to the tournament director no later than 14 days prior to the start of the tournament. Teams should note that withdrawing after applying to a tournament might have some financial consequences and should refer to the tournament's Information and Rules document as to the refund policies.
- E.** When a team withdraws by written notification (including email), the tournament director must provide written acknowledgement to the team of the withdrawal. The acknowledgement must include directions regarding any financial consequences and/or penalties associated with the team's withdrawal. Tournaments may specify in their rules that if a team withdraws, they may keep all or a portion of their entry fees.
- F.** All teams entering CYSA sanctioned tournaments that are approved to accept guest players will comply with guest player procedures for CYSA sanctioned tournaments.
- G.** Division 3 and 4 teams that enter Division 1 tournaments (except as a fill-in team) may be reclassified and excluded from competing in Division 3 or 4 tournaments or cup competition specifically for division 3 and division 4 teams for the remainder of the seasonal year. Any additional determination regarding the team's division within their playing league will be made by their District Commissioner or the CYSA Board of Directors. Any team competing using new credentials prior to September 1 will be considered to have played in that division for the new seasonal year.

#### **XV. ACCEPTANCE AND REJECTION OF TEAMS**

- A.** The date the application is received by the tournament director is to be used in determining the timeliness of the application when accepting and rejecting applications.
- B.** A tournament has the right to determine which teams will be selected to play in their tournament provided that the tournament applies any criteria which is designated in their information/rules document. Tournaments that select on a first-come-first-served basis must state that policy in their information/rules document.
- C.** A tournament has the right to close any and all age groups that are completely full prior to the application deadline. Within seven (7) days of declaring any age group closed, rejection notifications must be sent to teams that will not be accepted. The tournament director must also notify all DTCs and the Tournament Chairman of the fact that the age group and/or tournament is closed. Once a tournament director has notified the DTCs, CYSA Tournament Committee Chairman or the CYSA Office that an age group and/or tournament is closed, a team which is listed on the acceptance report cannot be removed or rejected without their request or without approval of the tournament committee.

- D.** A tournament may eliminate a division if they have a lack of sufficient number of applicants for that division but they must do so within seven days following the team application deadline. When eliminating an age group division, a tournament cannot reject a timely application in one age group in order to accept a team from the age group that is being eliminated.
- E.** A tournament cannot reserve spots for teams whose application has not been received by the tournament director prior to the deadline. A tournament may not reject timely applicants in order to reserve a spot for another team. The timeliness of an application is based on the date the application is received.
- F.** Under no circumstances may a team participate in more than one tournament or in more than one age group/gender classification in any given tournament on one weekend.
- G.** Teams with incomplete applications cannot be accepted.
- H.** The tournament director must give written notification (email is acceptable) of their acceptance to or rejection from the tournament to all teams whose applications are received on time. The notification must be sent to the teams no later than seven (7) days after the entry deadline. Acceptance and Rejection status must be posted on the webpage provided by CYSA within 7 days following the tournament entry deadline.
- I.** Any rejected applications that were submitted with a check must have the check returned at the time the rejection notice is sent to the team. Applications received after the deadline should have their check returned with a rejection notice within 5 days of receipt and should be listed on the final list of teams rejected.
- J.** A tournament that has properly notified a team of their acceptance may keep all or a portion of the entry fee for teams requesting withdrawal from their tournament. Policies regarding forfeiture of any portion of entry fees must be included in the tournament information/rules document.