

## **Applying to a Tournament For District VIII teams**

The CYSA Team Manual has clear instructions on How, Who, When and Where on applying to Tournaments and traveling. Below are the instructions for your use in District VIII.

1. The deadline for applications to all CYSA Tournaments is 8 weeks before the beginning of the event. The tournament calendar states all due dates listed under the weekend dates. This deadline is for the benefit of the tournament and the teams applying. This date does not mean the tournament is full, but it does mean if the tournament is full, it must stop accepting applications and notify all applicants that they are accepted or rejected. They have 7 days to do so. They are required to report to CYSA all accepted and rejected teams. If you are rejected, keep this letter, as you will need it to apply to another tournament on the same weekend.
2. Complete the current CYSA Tournament application **completely**, and must be signed by team official. (A team official must be a registered adult to your team.) If the application is not signed it **WILL BE INCOMPLETE. I will require that you send a copy of your application to me either by email or mail for my records. I will not to process your tournament applications at this point; I just require a copy of the CYSA tournament application (which will be kept for my records.)** You will need a check made out in full amount to the tournament.
3. You will need an envelope **STAMPED** and addressed to the tournament.
4. Mail your photo copy of your application or email it to the following address:
  - Darlene Wilharm  
**96 W. 4<sup>th</sup> Street  
Tracy, Ca 95376**

**Email: [darlenewilharm@sbcglobal.net](mailto:darlenewilharm@sbcglobal.net)**  
**Phone #: 830-0599 or Cell# 209-815-0373**
5. You can only apply to one tournament per weekend, in State (CYSA-N) or out of state. If are rejected from a tournament, you must email me or send me a copy of the rejection letter if you are applying to another tournament on the same weekend.

## TOURNAMENT APPLICATION CHEAT SHEET

(Use this as a guideline to properly complete your applications.)

1. **Tournament Name:** Print the name of the tournament from the CYSA-N Tournament Calendar.
2. **Tournament #:** Print the number that precedes the name of the tournament in the CYSA Tournament Calendar.
3. **Tournament Date:** Print the date the tournament is scheduled (08/30/07-9/1/07)
4. **Team Name:** Print the complete name of your team. Remember that it may appear in print such as the program, schedules, T-shirts, ect, so make sure the spelling is correct.
5. **District Number:** District 8. All applications will be District VIII
6. **League Of Player's Registration:** Print this as it appears on the golden rod. This is your home league of registration, (ex. Tracy YSL, Stockton YSA, ect)
7. **Team Contact Person:** This is the person who will receive all the tournament information. Make sure this legible and complete.
8. **Email:** Print your EXACT and COMPLETE email address in the correct upper/ lower case letters for your team contact.
9. **Address/City/ State/ Zip Code:** As stated, be complete.
10. **Cell Number:** Include area code.
11. **Home Number:** Include area code.
12. **Work Phone:** Include area code.
13. **Fax:** Include area code.
14. **Player Name and Birth date:** In alphabetical order by last name and complete birth date, list ALL your players.
15. **Gender:** Do not miss this you could be placed in the wrong bracket.
16. **Division:** This is the class of your registration, (State Premier League-Elite, Dennis Olson- Division 1, Kaercher-Division 3, house teams- Division 4)
17. **Age Group:** Circle the age group that your team is registered as, If you are willing to play up, you can indicate so on the application.
18. **Team Standing:** This is optional, some tournaments need and/ or require this information, and others don't. Your choice.
19. **Signature:** All applicants MUST be signed by a person who is a registered adult to the team. (Coach, Asst. Coach, Manager) Any application submitted without the signature of a team official will be returned! (This is a CYSA requirement!)

## More Tournament Info....

### Submitting a new CYSA Tournament Application Following Rejection or Withdrawal from a Tournament

1. Acceptance and rejection notices for applications received by the tournament before the application deadline will be mailed within seven days of the application deadline date. If you are rejected from a tournament and are reapplying to another one on the same weekend, you must send a copy of the rejection letter along with the second application. Failure to do this will result in a delay in processing of the second application.
2. Teams withdrawing from a tournament must do so with a written notice sent by certified mail, return receipt requested, to the tournament director. If you have withdrawn from a tournament and are reapplying to another one on the same weekend, you must send a copy of your official withdrawal letter as well as a photocopy of the returned certified mail Receipt which has been signed by the tournament along with the second application. Failure to do this will result in a delay in processing of the second application.

### Team Penalties and Fines

1. Any team formally accepted into a tournament (when a timely acceptance notice has been sent to the team and the team is included on the LIST OF TEAMS ACCEPTED which is on file with DTC and CYSA) shall be penalized for the following offenses:

#### **LATE WITDRAWAL**

An accepted team withdraws from a tournament within 14 days of the tournament starting date without tournament approval. Tournament officials must show proper notification of the team's acceptance.

#### **FORFEITURE**

An accepted team fails to take the field and start the match with the required minimum number of players in any game of the tournament. The referee must document the failure of a team to do so with an official game card. A copy of the game card must be submitted along with the infraction report form.

#### **MULTIPLE APPLICATIONS**

A team applies to more than one tournament (CYSA or out of state) on the same tournament weekend. Infractions must be confirmed by the respective District Tournament Coordinator or the CYSA office.

#### **FALSIFIED OR ILLEGAL CREDENTIALS**

A team is excluded from play due to the use of false credentials or illegal players(s)

#### **ALLOWING AN UNCREDENTIALED OR IMPROPERLY CREDENTIALLED PLAYER TO PARTICIPATE**

1. A coach or team official allows a player who is improperly credentialed to the team to participate in any tournament game
2. Assessment and collection of team fines will be administered by the tournament director and hosting league with notification being made to the offending team, the offending team's league, the offending team's District Commissioner and the CYSA Tournament Committee Chairman.

## **Participation in Unaffiliated Tournaments or Games**

CYSA teams may not participate in tournaments or games sponsored by a group not affiliated with US Youth Soccer without the consent of the Board of Directors. This prohibition extends to practice games and any other form of competition. Approval to play in a competition sponsored by an unaffiliated group “for the good of the game” must be recommended by the appropriate District Commissioner and approved by the CYSA Board of Directors. If there is any question about a group’s affiliation or if a team wishes exemption from this restriction, they must contact their District Commissioner for submission to the CYSA Board of Directors. These policies must be followed in order for CYSA’s medical and liability insurance coverage to be in effect for the team.

### **Fill-In Teams**

The definitions for “Fill-In” teams are covered in the team manual under PIM 95-1. Teams participating in an event as a fill-in team are still required to meet all the regulations in traveling. You will need to be approved to participate and meet all the requirements and regulations for credentials.

### **Division of Play**

Any team may choose to participate in a higher level of play AFTER they are finished competing in their season of play, also to include America /or Association Cup. However once you have competed in an event at a higher level, you may not move back down to your original level of play for the remainder of the seasonal year. Example: A Division 3 or 4 team may want to participate may want to participate in a Division 1 tournament after their season over, if they chose to will not be allowed to participate in a Division 3/ or 4 until next season.

### **Credentials**

All teams are required to travel with all their credentials for CYSA events such as scrimmages, league games, tournaments, out of state play (CYSA-N accepted), and any CYSA cup competitions. Before your first event, get your paperwork organized in an orderly fashion. Member passes, USYSA Forms (1061), Should be in alphabetical by your Golden Rod roster and then by date of each additional paperwork after that such as Adds, Transfers, Releases, ect. We recommend, that all your paperwork be kept in a plastic sleeve covering. You must travel with all original paperwork, do not make copies, as they may not be accepted. Not all tournaments require birth documents at the time of credential check-in, but if they do they will have it in their rules. Be on the safe side and carry them.

### **Check-In**

All CYSA sanctioned tournaments are required to have a formal credential check-in for all teams participating in the schedule event. All tournament directors have the option of scheduling check in that best suits the needs of their event.

### **Red Cards**

All coaches and staff must become aware of the rules regarding red cards in District 8. All referee send-offs reports are sent to the appropriate District Commissioner, are a part of the official tournament report. If a report is lost in the mail to Bob Asklof, I can retrieve a copy of it from the CYSA office. So receiving a member pass back at the end of the event will not keep it from being reported. Any questions regarding Send Off Reports and suspensions should be referred to our Assistant District Commissioner.

## PIM 99-2 (Rev. 01/06) CYSA GUEST PLAYER POLICY

For the entire CYSA Calendar year, CYSA tournaments shall be allowed to accept teams with no more than seven (7) guest players. The decision to include teams with guest players in any CYSA Tournament is solely at the discretion of the tournament. Every tournament has the responsibility to establish a policy regarding the participation of teams with guest players in their tournament. The policy must be stated in their invitation letter and rules for each tournament calendar year.

CYSA teams may not exceed seven (7) guest players for any single event or exceed eighteen (18) players playing in the event. Team rosters (goldenrods) may never exceed 18 players. The CYSA Guest Player Roster Addendum will be used to show guest players whenever a team wants to use guest players for CYSA-sanctioned tournaments. The combination of players on a goldenrod who are active for the tournament and the CYSA Guest Player Roster Addendum (up to seven (7)) players may not exceed eighteen (18) players.

Examples:

- A team has eighteen (18) players on their roster of which fourteen (14) are active and are going to play in an upcoming tournament. The team may add up to four (4) guest players for the tournament.
- A team has sixteen (16) players currently on their roster of which eleven (11) are active and are going to play in an upcoming tournament. The team may add up to seven (7) guest players for the tournament.
- A team has fourteen (14) players currently on their roster of which seven (7) are active and are going to play in an upcoming tournament. The team may add up to seven (7) guest players for the tournament.

Guest Players may be from teams in any CYSA District. For each guest player, a single CYSA Guest Player form must be completed for each player and must have all the appropriate signatures. Guest Players must use credentials from the same season as those being used by the team with which they are playing as a guest player.

**GUEST PLAYERS MUST PARTICIPATE WITH A TEAM IN THE SAME OR HIGHER DIVISION THAN IS INDICATED ON THEIR MEMBER PASS.**

### Guest Players for Out Of State / Out of United States Play

The maximum number of guest players allowed will be determined from official rules or policies of the tournament. In no instance may the number of guest players on the CYSA Official Travel Roster exceed seven (7) players.

Teams traveling outside of CYSA-N jurisdiction to play in an out-of-state, US Youth Soccer-sanctioned tournament may add guest players to their CYSA Office Travel Roster (blue). The CYSA Official Travel Roster, which limits teams to a maximum of 18 players, must be completed to indicate which players are guest players (3:09:01.)



**CYSA GUEST PLAYER FORM**  
VALID ONLY FOR THE TOURNAMENT AND FOR THE DATES LISTED IN SECTION A

PLEASE PRINT OR TYPE  
This player is granted permission to participate as a guest player at the following tournament:

<b>SECTION A</b>	
Tournament Name:	_____
Tournament Location:	_____
Tournament Dates:	_____
Guest Player's Name:	_____ Birth Date (MM/DD/YYYY): _____
CYSA I.D. Number:	_____
Registered (Loaning) League:	_____ District: _____
Registered (Loaning) Team:	_____ Age Group: U- _____ Division: _____
Registered (Loaning) Team Coach:	_____ Team Number: _____
Guest (Borrowing) League:	_____ District: _____
Guest (Borrowing) Team:	_____ Age Group: U- _____ Division: _____
Guest (Borrowing) Team Coach:	_____ Team Number: _____

<b>SECTION B APPROVAL SIGNATURES REQUIRED</b>	
Parent or Guardian Signature <small>(Player may sign if 18 or older)</small>	_____ Date: _____
Registered Team's Coach	_____ Date: _____
Guest Team's Coach:	_____ Date: _____

**RULES GOVERNING THE USE OF GUEST PLAYERS IN CYSA TOURNAMENTS**

1. The maximum number of guest players allowed will be determined from official rules or policies of the tournament.
2. The total number of players on the team's official roster minus the number of rostered players who will not participate in the specified event plus the number of guest players must equal eighteen (18) or less.
3. Guest players must be from any CYSA District.
4. A separate CYSA Guest Player Form must be properly completed for each guest player and have all required approvals.
5. Each guest player will be required to have a current, valid CYSA member pass and a valid US Youth Soccer membership form. Guest players will use their member passes from the "loaning" team (team on which they are rostered). A new member pass will not be issued.
6. Guest players must use credentials from the same season as those being used by the team with which they are playing as a guest player.
7. Guest players must participate with a team in the same or a higher classification than that indicated on their member pass.

<p><b>THE ORIGINAL (WHITE) COPY OF THIS FORM MUST BE SUBMITTED WITH TEAM CREDENTIALS AT THE TOURNAMENT CHECK-IN AND MUST REMAIN WITH GUEST TEAM'S CREDENTIALS THROUGHOUT THE DURATION OF THE TOURNAMENT.</b></p>
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## OUT OF STATE TRAVEL

This information appears in your CYSA team manual, however I will quickly cover this issue. Out of State travel, for any team would be traveling out side the boundaries of CYSA-North. First, you will need The USYS Application to Travel form #1001 and a CYSA Official Travel Roster Form #201C. Completely READ the forms and do the following:

### You will need the following:

1. Application to travel
2. CYSA official travel roster
3. A copy of the tournament's application to host
4. A check for the tournament entry fee
5. A check/ money order for any fees made out to CYSA
6. 3 envelopes w/ postage
  - preaddressed to **Bob Asklof**  
*P.O. Box 1688*  
*Lodi, Ca 95244*
  - preaddressed to yourself/ team
  - preaddressed to the tournament you are applying to

### Steps

1. Please fill out both forms completely
2. All applications must have a copy of to host (from the tournament you are applying to.)
3. After you have the required signatures of team official.
4. Please submit the paperwork to **Darlene Wilharm**

**96 W.4<sup>th</sup> Street**  
**Tracy, Ca 95376**

I will then send the paperwork on to Bob Asklof for his approval. If you have any questions please call me at 830-0599 or email [darlenewilharm@sbcglobal.net](mailto:darlenewilharm@sbcglobal.net)

Please apply 35 or more days prior to the tournament start date, there are penalties for late applications.

## Friendly Games

Teams that travel out of the District to play “friendly“ games must notify their District Commissioner of their intent. This policy must be followed in order for the insurance coverage, both medical and liability, to be in effect for the team. See CYSA Interpretation Memoranda (PIM) 76-2

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### PIM 76-2 (Rev. 09/90) TRAVEL OUT OF DISTRICT

Teams that travel out of their District to play "friendly" games must notify their District Commissioner of their intent. The District Commissioner will coordinate with the other District Commissioners. This policy must be followed in order for the insurance coverage, both medical and liability, to be in effect for the team. The insurance company will cover any event that is considered a sanctioned event. The notification of the planned trip is necessary for the event to be considered sanctioned.

### **Notification of a Friendly/ or Scrimmage**

Request must be submitted at least two weeks prior to the event, the following information will be required for all District 8 teams wishing to participate in such an event with non District 8 CYSA registered teams.

- ✓ Your team info (team name, number, age group, division, league)
- ✓ Team info of the team(s) involved (team name, number, age group, division, league)
- ✓ Location, date, & time,

For scrimmages with registered CYSA District 8 teams please follow your league's guidelines on notification.

### PIM 78-4 (Rev. 11/06) PRACTICE BETWEEN YOUTH TEAMS AND SENIOR TEAMS **UPDATE**

Practice games between CYSA youth teams and any adult (senior) team including teams registered with the California Soccer Association North, Women's Premier Soccer League, National Premier Soccer League, Premier Development League, United Soccer League Super 20s or any other affiliated adult Organization may not be sanctioned by the District Commissioner. The term "adult" is interchangeable with the term "senior" and includes ANY college teams or unregistered adult teams. If a CYSA youth team does play against an adult (senior) team, the league/coach and/or manager are assuming full responsibility, including legal liability, for any injuries or other ramifications that may occur through the playing of the game.